

## BONUS PROGRAM

The objective of the Bonus Program is to give staff the opportunity to work for bonus pay and to reduce use of outside agencies. It will be implemented by decision of the Manager, Director and approval of Ad Council.

These are the criteria of the Bonus Program:

- A. This program is intended to supplement staffing at a premium rate of pay under the following conditions:
1. Full-time staff may request to fill staffing needs on their days off, after having worked their scheduled 36-40 hours per week.
  2. Part-time staff may request to fill staffing needs after having worked their scheduled hours per week.
  3. Per diem staff may request additional days of work, after having worked a minimum of 2 shifts per pay period and no less than 16 hours to qualify for bonus time.
- B. The staff **will not** be able to alter regular scheduled hours to pick up bonus pay time. Minimum limits must be worked.
- C. An employee working a shift at a bonus rate will continue with the same rate if additional hours are worked that day. Exception for weekend staff: bonus shift is paid on their per diem rate.
- D. Priority for scheduling bonus time will be:
- |    | <b>Full Time</b>  | <b>Part Time</b> | <b>Per Diem</b> |
|----|---|------------------|-----------------|
| 1. | Scheduling priority will be given to individuals who are able to fill the identified need, ie: if need is 12 hour shift, will fill 12 hour need, 8-hour shift, will fill 8-hour need, 4-hour shift will fill 4-hour need. |                  |                 |
- E. Time will be scheduled as follows:
- a. Schedules for full and part-time staff will be completed as per usual.
  - b. Per diem will be scheduled to fill needs.
  - c. Schedules with needs will be posted and staff may sign up for needs.
  - d. Needs will be filled by Unit Managers, who will monitor the assignments.
- F. Each employee will punch in and out like a regular shift. The employee must indicate in the **"payroll book"** on their unit, the date, time and unit the Bonus Shift was worked. The manager will adjust the time accordingly. The full and part time employees will be paid at time and a half for that shift, accrue AL hours for hours worked up to 80 hours per pay period, and earn differentials that apply. Per diem employees must work a minimum of 2 shifts per pay period and no less than 16 hours per pay period to be bonus eligible. When working bonus, per diems will earn applicable differentials, but no AL time will be accrued.(6-22-03)
- G. This program is temporary and can be evaluated at any time.

Any questions or concerns can be addressed with your Unit Manager.