

LUMP SUM BONUS REQUEST FORM

MUS PAY RULE

(Refer to MUS Staff Compensation Plan Implementation and Pay Rules, Section 7.0)

All requests must include complete explanation of justification for lump sum bonus payment.

Recipients must be permanent staff members who have successfully completed their probationary period and are subject to MUS Staff Compensation Plan. Requests shall be in accordance with MUS Staff Compensation Plan Pay Policy #7.0.

Requesting Department: _____

Name of Employee to Receive Payment: _____

Employee #: _____

Union Affiliation: _____

Amount Requesting: _____

Has funding been identified for this bonus? Yes Index # _____ No
(If position is state funded, a budget transfer from central fund will be made.)

Contact, if Questions _____ **Phone:** _____

Justification for Lump Sum Bonus Payment: Describe, in an attachment, event/actions taken by employee that *greatly exceed regular expectations and are considered extraordinary*. Include timeframe during which job performance occurred or will occur. Follow the specific format outlined on the reverse side.

Required Signatures:

Immediate Supervisor: _____ Date: _____

Dean/Director: _____ Date: _____

Human Resources: _____ Date: _____

Vice Chancellor of Admin & Finance: _____ Date: _____

Vice Chancellor: _____ Date: _____

Chancellor: _____ Date: _____

Refer to section 7.3 of MUS Staff Compensation Plan Implementation and Pay Rules for additional information and a description of the relevant criteria.

To qualify for a lump sum bonus, the employee must have demonstrated *exceptional* performance in the all criteria 1, and at least one of criteria 2. Provide details for each applicable criterion. Requests with insufficient details and/or those submitted in an incorrect format will be returned to the supervisor without approval.

1A. Effort – the work must greatly exceed expectations/

AND

1B. Consistency – be of noteworthy duration and superior performance level/

AND

1C. Quality – have a significant positive effect on The University/

AND

2A. Quantity – the amount of work exceeds standard expectations of others in similar positions.

OR

2B. Originality – the work is exceptionally creative and innovative.

OR

2C. Cost Savings/Revenue Generation - the work creates a substantial cost-saving or revenue-generating effort.

OR

2D. Efficiency – the work measurably enhances University operations.

OR

2E. Life Safety/Safety of Working Conditions – the work prevents serious property damage or physical injury.