



UNIVERSITY POLICY HR-24.01-01/24

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Bonuses

RESPONSIBLE OFFICE: President and Human Resources

I. Purpose:

The University of West Florida (UWF or University) bonus plan is designed to comply with Sections 110.131(3), 215.425(3) and 1012.978, Florida Statutes, and the Florida Board of Governors Regulation 9.015. The University shall provide incentive bonuses based on work performance as well as addressing recruitment and retention needs. A bonus is a one-time monetary award given to an employee that is not added to the employee's base salary.

II. Policy:

A. Work Performance Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but are not limited to, documented work performance involving increased duties/responsibilities, successful completion of a special project, attainment of established goals, superior performance, or specific achievements or assignments of significance.

1. Performance-Based Bonus

The Performance-Based Bonus is to recognize an employee who has demonstrated continuous outstanding performance or who has made a significant contribution to the University's mission as well as departmental objectives. To be eligible to receive this bonus, the employee must have the highest rating on a current performance evaluation on file. The employee must not have had any disciplinary action in the past twelve months.

2. Project-Based Bonus

The Project-Based Bonus is to recognize an employee upon the successful completion of a special project with pre-determined goals or performance levels in addition to the employee's regularly assigned duties. The special project must have a specified start

date and an end date. The employee must not have had any disciplinary action in the past twelve months.

3. Additional Duties Bonus

The Additional Duties Bonus is to recognize an employee who has assumed additional duties. This would be in lieu of a temporary pay increase for the additional duties when the length of time was not known at the onset of the temporary duties.

4. Variable Compensation Plan Award

The Variable Compensation Plan (VCP) Award is a pre-approved plan that provides for a bonus based on successful attainment of established goals. A VCP establishes a method for recognizing the employee's contribution to departmental objectives, which typically include revenue generation and specific targets to be achieved with a pay-out schedule based on achieving the stated goals within the fiscal year. The VCP may also recognize an employee that implements a plan or a program that saves the University money. In both cases, a plan outlining the specific goals, a timeline for completion, and a review of goal attainment must be in writing and approved by the Division Head and the Associate Vice President of Human Resources prior to receiving the bonus. The employee must not have had any disciplinary action in the past twelve months.

5. Recognition Awards

Recognition Awards serve to recognize an employee for superior performance or specific achievements in designated categories. The University community gathers each year to honor and recognize employees for their outstanding achievements and years of service through the Service and Recognition Awards program. Select University Work Force and Other Personal Services employees are recognized with the Nautilus Excellence Award for significant achievements within the University, Department, or Community. Various faculty excellence awards are presented during the annual Honors Convocation ceremony.

B. Recruitment (Sign-On) Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but is not limited to, identification of external candidates with desirable specialized skills and exceptional experience, or where market conditions or departmental structure merit such an award.

C. Retention Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but is not limited to, circumstances to address verified offers of competing employment, address market conditions that are significantly higher than the current salary, ameliorate salary compression or inversion, or acknowledge successful completion of career development, training, or certification programs that are in the best interests of the University or support the mission of the University. There must be a current performance evaluation on file for

the employee to be eligible for this bonus. An employee may only receive one retention bonus in each category listed below. The employee must be in their current eligible position for at least one year prior to receiving bonus and must not have had any disciplinary action in the past twelve months.

1. One-Time Payment in Lieu of Salary Increase

A one-time payment in lieu of a salary increase may be made to an employee where the University’s budget cannot reasonably support recurring salary increases but can support one-time payments using non-recurring funds. Such one-time payments enhance retention of the valuable employee and avoid the cost to the University of replacing an individual who may leave to seek an increase in salary elsewhere.

2. Educational Incentive Awards

Educational Incentive Awards are given to encourage an employee to acquire a degree, a professional license, or a professional certification from an accredited institution or professional organization. The course of study should be relevant to the position and/or department needs. Educational Incentive Awards are not available for degrees, professional certifications, or licenses that are a current job requirement.

D. Delegations of Authority

The University of West Florida Board of Trustees (UWF BOT) delegates authority to the President or the President’s designee to establish procedures to implement this bonus plan, including levels of approvals and compensation for specific bonuses described in this bonus plan. The University’s bonus plan shall be overseen by the Associate Vice President of Human Resources for all out of unit faculty and out of unit University Work Force staff members.

E. Reporting to the UWF BOT

The Florida Board of Governors requires that bonuses paid pursuant to this plan be reported to the UWF BOT on a schedule to be set by the Board. Starting with the UWF BOT meeting of the Fall 2022 semester and each year thereafter, the President shall submit a report to the UWF BOT that certifies any bonuses paid during the prior fiscal year complied with the criteria in this bonus plan and that the bonuses were within the University’s budget as approved by the UWF BOT. The total amount of funds paid for performance, recruitment, and retention bonuses shall be included in the report. Once the report has been approved by the UWF BOT, the Associate Vice President of Human Resources or the President’s other designee will submit the report to the Board of Governors as required by BOG Reg. 9.015.

DocuSigned by:
Martha Saunders
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Approved by: _____
Dr. Martha D. Saunders

Date: 01/16/2024 _____

Authority: §110.131, Florida Statutes
§215.425, Florida Statutes
§1012.978, Florida Statutes
Board of Governors Regulation 9.015
Relevant UWF Collective Bargaining Agreements

Cross Ref.: None

History: Approved April 2022; revised January 2024

Last Review: January 2024