

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: I
SUBJECT: Bonus Program	Effective: 06/05/09
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**BONUS PROGRAM**

The General Assembly has authorized the use of state, federal and other sources of revenue for bonuses to recognize accomplishments and contributions of employees. The Bonus Program is subject to the availability of funds. Following are guidelines for the South Carolina State University Bonus Program.

- A. Any employee in permanent and probationary status in FTE positions (and temporary grant positions if the grant allows for payment of such) is eligible to receive a bonus under this policy except the President and employees earning \$100,000 or more.
- B. An employee may receive more than one bonus in a fiscal year; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000.
- C. State, federal and other sources of revenue may be used to award bonuses. Documents verifying the source of funds and the reason for any bonus awards must be maintained. The use of federal funds for bonuses must also be in compliance with federal law.
- D. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:
  - 1. Contributions to increased organizational productivity.
  - 2. Development and/or implementation of improved work processes.
  - 3. Exceptional customer service.
  - 4. Realized cost savings.
  - 5. Other specific contributions to the success of the University.
- E. An employee must be recommended for a bonus by the Vice President (or applicable Division Head). Specific detailed justification for awarding the bonus should be well documented and submitted to the President for approval. Justification should denote measurable/quantifiable data to show how an employee's job performance or contributions to the goals of the department and/or the University exceeded pre-defined success criteria. After approval by the President, the documentation is forwarded to the Office of Human Resource Management for review and processing (i.e., submission to the Payroll Office for payment, maintenance of the required documents and notification to the Vice President of the approved bonus).
- F. A bonus is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to the respective retirement systems.