

CITY OF CORAL SPRINGS ADMINISTRATIVE POLICY MANUAL	
CHAPTER: 06 PERSONNEL POLICIES SECTION: 11 MISCELLANEOUS SUBJECT: 12 EMPLOYEE BONUS PROGRAM	POLICY #: 06.11.12 OFFICE/DEPARTMENT: HUMAN RESOURCES EFFECTIVE DATE: 10/01/01 CITY MANAGER: MICHAEL S. LEVINSON PAGE 1 OF 2

PURPOSE

The Employee Bonus Program is an integral part of the City's Total Quality Management Program. Its purpose is to encourage employees and teams of employees to achieve personal and professional goals that maximize city services, and provides cash as recruitment and retention incentives for identified positions on an as needed basis.

ELIGIBILITY

Employees in full-time and part-time regular status positions that have been identified and approved for one element of the Employee Bonus Program are eligible for bonuses under this program. Eligibility for one element does not entitle the employee to other bonuses within this policy as each element is separate and apart from other elements.

PROVISIONS

The Employee Bonus Program will consist of four (4) distinct programs which will be administered by the Human Resources Department:

A. RECRUITMENT AND RETENTION BONUSES

Recruitment and Retention bonuses are offered to attract and encourage retention of employees holding positions that may be affected by City business conditions, or susceptible to fluctuations within the applicable labor market, or other factors affecting recruitment and retention as determined by the Director of Human Resources. These cash bonuses may be paid in lump sum or at specific time intervals appropriate for the situation. Recruitment and Retention bonus totals range from \$500 to \$4,000 depending upon the nature of the situation and critical needs of the City.

B. CERTIFICATION BONUS

Certification bonuses are offered to encourage employees holding positions that require one certification to attain additional related certifications that increase knowledge, skills,

C. PROJECT/PERFORMANCE BONUSES

Project/performance bonuses are offered to reward employees who have excelled in their job performance above and beyond the call of duty, or have met extremely tight deadlines imposed by the City, or have participated on a team that completed a project deemed significant by the City. Project/Performance bonuses are paid in one-time lump sum cash bonuses that may either be a percentage of their base pay or a set amount ranging from \$500 to \$5,000.

D. SHIFT DIFFERENTIAL BONUSES

Shift Differential bonuses are offered to encourage employees to remain on less than desirable midnight shifts. Such bonuses are paid after the employee has completed a designated tour of duty (i.e. - after 12 weeks or more of continuous performance on the midnight shift). Shift differential bonuses are paid in a lump sum at time specific intervals and range from \$500 to \$1,800 on a position by position basis unless otherwise covered by a Collective Bargaining Agreement.

PROCEDURES

- (1) Funding for the bonus program will be paid by the requesting department within their respective budgets.
- (2) All bonuses must be approved by the Director of Human Resources in advance of any commitment extended to an employee or applicant by any City employee.
- (3) All amounts paid to employees as a result of this policy are subject to applicable taxes.
- (4) This policy may be amended or cancelled by the City at any time. No part of this policy shall be interpreted to create a prevailing right for any employee. No part of this policy or bonuses given pursuant to this policy are subject to grievances under City policy or union contracts.

HISTORICAL INFORMATION

This administrative policy shall supersede and replace all prior policies and procedures on the same subject.

APPROVED:

Michael S. Levinson, City Manager

Date

