

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PERSONNEL POLICY

SUBJECT: Bonus Policy for Student Assistant Employees

REFERENCES: N/A

POLICY: The University Student Union, at its discretion and based on availability of funds, may provide a one-time bonus (defined as a lump sum non-cumulative cash award) to a student assistant employee in a year where merit increases are not available. A bonus does not increase an employee's base rate of pay.

All bonuses will be taxed at the current bonus rates mandated by federal and state taxing authorities.

Funds for bonuses must come from a bonus pool, which is hereby authorized as part of this policy. Allocations to the bonus pool (reserve) will be approved through the annual USU budget process. Adjustments to the bonus pool may be authorized by the Board of Directors during the fiscal year. The bonus pool will be maintained separately from the merit pool which funds base-level salary increases.

The Executive Director or designee is the final authority responsible for approving employee bonuses within the limits provided by the bonus pool.

Bonus criteria for student assistants will be based on overall performance rating as indicated on the most recent six (6) month performance review. Student Assistants must have received a minimum of two (2) six (6) month performance reviews to be eligible for a bonus.

Overall Performance Rating	Bonus Amount
Unacceptable	\$ -
Needs Improvement	\$ -
Satisfactory	\$160
Satisfactory/Above Average	\$200
Above Average	\$250
Above Average/Outstanding	\$285
Outstanding	\$325

The award of a bonus is at the recommendation of the immediate supervisor and/or area manager with concurrence from the appropriate management team member and ultimate approval from the Executive Director. An employee may not request a bonus.

The failure to receive a bonus may not be grieved in any manner.

An employee may receive no more than one bonus in a fiscal year.

Recommended by the Personnel Committee on December 5, 2011.

Approved by the USU BOD on December 5, 2011.