

**SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE**

**BONUS PLANS**

**REFERENCE**

Human Resources Policy and Procedure: Employee Incentive Procedure  
General Definitions

**POLICY**

It is the policy of Salt Lake County to encourage increased productivity by rewarding employees who contribute to higher productivity goals or other recognizable achievements beneficial to the County and its citizens. Bonus awards shall be directly related to employee productivity in the performance of assigned job duties and/or accomplishments. Such awards shall be limited to those employees whose overall performance is at least satisfactory.

**PURPOSE**

To provide cash bonus awards to employees as an incentive and reward for outstanding productivity and/or accomplishments or certifications.

**PROCEDURE**

- 1.0 Eligibility for Participation in a Bonus Plan
  - 1.1 Bonus Plans may be developed for any employee or class of employees and are normally submitted on a Division or Section basis.
  - 1.2 Written proposals for Bonus Plans shall be on an employee or group basis and any or all incumbents in the specified group within the Division or Office covered under the bonus plan shall be equally eligible.
  
- 2.0 Approval of Bonus Plans
  - 2.1 Bonus Plans must be submitted in writing to the Mayor, through the Human Resources Division, for approval prior to any cash awards being granted.
    - 2.1.1 Bonus Plans for a County Department, Division, Office, category of employees or an employee within a Department, Office or Division must be approved by the Department Director or Elected Official prior to being submitted to the Mayor for approval.
  - 2.2 An Agency's "Certificate and Achievement Reward Guideline", if approved by the Department Director or Elected Official and the Human Resources Director and the Mayor, shall serve as a bonus plan and not require the approvals described in section 2.1 and 2.1.1 above for each employee rewarded under the approved Guideline.
    - 2.2.1 An Agency's "Certificate and Achievement Reward Guideline" must detail, at a minimum, the following information in lieu of the information detailed in section 3.0:
      - 2.2.1.1 The certificates, licenses and other achievements which may be rewarded with a bonus award,
      - 2.2.1.2 The justification for such a reward based on the benefit to the County,

2.2.1.3 The internal criteria which will be applied regarding selection of the individuals to receive the award, payment for obtaining the certificate or achievement, and any other pertinent information.

3.0 Content of Bonus Plans

3.1 The Bonus Plan shall include the following:

- 3.1.1 Identifying information regarding the Division, Department or Elected Office submitting the proposal, the affected employee(s), and approximate number of incumbents participating in the Bonus Plan.
- 3.1.2 Documentation describing the performance standards and the proposed bonus criteria.
- 3.1.3 Documentation or a written explanation describing **net** cost savings or **net** income generation that results from the **net benefit** or level of productivity or degree of achievement.
- 3.1.4 Specification of length of time Bonus Plan shall be in effect.
- 3.1.5 Specification as to the guidelines for determining bonus payments and the funding source for the bonus awards.

4.0 Payment of Bonuses

- 4.1 Bonuses shall be awarded in the form of a specified cash amount or equivalent cash value and are not included in the base salary. Since such payments represent taxable compensation they must be processed through the payroll and other financial reporting systems. Appropriate payroll taxes will be withheld. The total bonus due shall be processed in a single payroll.
- 4.2 Bonuses shall be reduced to a specific cash amount for each employee and the amount to be awarded to all eligible candidates shall be approved by the Mayor before it is awarded.

APPROVED AND PASSED THIS 15<sup>TH</sup> DAY OF JULY, 2008.