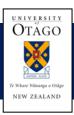
HR Office use only



Human Resources Division Bonus Payment Recommendation

Personal Details						
Employee Name			Empl No			
Department						
Position						
Current FTE* Salary			EFT			
Current Actual Salary (if part time)			·			
FTE Bonus Payment Recommended		\$				
Bonus payments should be in multiples of \$100 with a minimum of \$200, and, as a general guide, should not normally exceed 2 percent of a staff member's annual salary.		☐ Pro-rata	☐ Not to be pro-rated			
Notes: There may be circumstances where a staff member has undertaken substantial additional work or special projects over and above normal duties which warrant recognition, but the circumstances do not meet the criteria for progression. In such a case the granting of a one-off payment may be appropriate. Bonus payments are not to be made for work which has already been rewarded in other ways, for example, a bonus should not be paid for work which has already been recognised through payment of a Higher Duties Allowance or by way of movement in the Performance Development Review. A bonus must not be used in place of a higher duties allowance or overtime payment in circumstances where the staff member is entitled to such a payment under their employment contract. When deciding on the amount, you should take into consideration that nature of the work performed. Unless it is clearly stated that the bonus payment is to be pro-rated for part-time staff, the payment will not be pro-rated.						
Supporting Statement (This table will expand should you wish to type more. Continue on another sheet if necessary)						
Has this person receive	ed a bonus payme	nt in the last 12 months?	☐ Yes	□ No		
Has he/she received a higher duties allowance for		vance for the above work?	☐ Yes	□ No		
Has he/she been awarded for the above w			☐ Yes	□ No		

Recommendation						
Recommendation made by:						
☐ Immediate Supervisor ☐ Staff Member (Tick one)	Date	/				
Recommendation Endorsed by:						
Manager/Head of Department or Section Signature (where applicable)	Date	//////				
Dean Signature (where applicable)	Date					
Divisional Head Signature (where applicable)	Date	/				
Recommendation Approved by:						
Divisional Head Signature (where applicable)	Date	/				
Vice-Chancellor Signature	Date					
Notes						
The following delegation of authority for the approval of bonus payments applies:						
General Staff, up to and including \$1,500 per annum	Divisio	Divisional Head				
General Staff, over \$1,500 per annum	Vice-C	Vice-Chancellor				
Academic Staff	Vice-C	Vice-Chancellor				
For academic staff, Pro-Vice-Chancellors may recommend a bonus in recognition of a significant, exceptional event which has not otherwise been recognised. Recommendations should be sent to the Vice-Chancellor and can be made at any stage throughout the year. Once the bonus payment is approved the Divisional Head should inform in writing the staff member of the bonus						

The original version of the form, together with a copy of the letter to the staff member, should be sent to Human Resources for action.