



Human Resources Division Bonus Payment Recommendation

HR Office use only

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.	<input type="checkbox"/> Pro-rata	<input type="checkbox"/> 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 received a bonus payment in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has he/she received a higher duties allowance for the above work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has he/she been awarded for the above work by means of a movement in the Performance & Development Review?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation			
Recommendation made by:			
<input type="checkbox"/> Immediate Supervisor <input type="checkbox"/> Staff Member (Tick one)		Date	____/____/____
Recommendation Endorsed by:			
Manager/Head of Department or Section Signature <i>(where applicable)</i>		Date	____/____/____
Dean Signature <i>(where applicable)</i>		Date	____/____/____
Divisional Head Signature <i>(where applicable)</i>		Date	____/____/____
Recommendation Approved by:			
Divisional Head Signature <i>(where applicable)</i>		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		Divisional Head	
General Staff, over \$1,500 per annum		Vice-Chancellor	
Academic Staff		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.			