



**Department Responsibility:**

1. With department-level approval, a supervisor, manager, or an authorized designee submits a written request for a bonus, incentive, or discretionary award to an employee, directly to the human resources department. Requests may be submitted via email, memorandum, or any hard copy (or electronic) form preferred by the department. Excluded activity includes:
  - i. Discretionary cash bonuses and cash awards for performance to employees of another department.
2. Management shall ensure requests include relevant information, including:
  - i. Covered employee name(s);
  - ii. Department name;
  - iii. Type of award;
  - iv. Award amount (which may not exceed \$1,000 per employee in the aggregate over a fiscal year);
  - v. Reason for award;
  - vi. Department approval;
  - vii. Budget approval; and,
  - viii. Other information deemed pertinent or necessary to justify the request.

**Human Resources Responsibility**

1. An assigned Human Resources Business Partner reviews information included in each request, as submitted by a department, to ensure compliance with policy and procedural requirements.
2. If the request is not already covered under a pre-approved bonus or incentive plan, each request is submitted as part of the regular salary action review process for final approval by the Chief HR Officer.