Subject: Bonuses, Incentives, & Awards
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Approved By: Board of Directors
Policy: 3005.1

The Board believes that a positive school culture is vital for maximum student achievement. This school culture is built and maintained by the "above and beyond" efforts of employees, and these extra efforts should be recognized whenever possible.

Formal recognition programs including bonuses, incentive plans and non-monetary awards offer mechanisms to effectively motivate and retain valued employees who provide exemplary performance and/or meet specified targets. These programs are intended to reward staff employees whose achievements have resulted in a particular benefit to the school.

The Board must officially authorize any monetary rewards that exceed 15% of the employee's annual gross salary or that which includes more than 30% of the employees in the Charter. The two types of monetary rewards are:

1. A lump sum bonus to recognize a specific achievement or cost-savings or
2. An incentive plan with clearly defined goals, pre-established criteria, and regular payouts when goals are met or exceeded.

These monetary rewards are not intended to replace informal and spontaneous recognition or praise of staff achievements and work performance.

The Superintendent, or designee, is tasked with ensuring that the budget allots funds for these expenditures and for overseeing the processes required to fairly and equitably provide bonuses, incentives, and awards.

The Board also authorizes Springs Charter Schools, Inc. to give non-monetary awards in the form of de minimus recognition awards.

Bonuses, Incentives, and Awards

General Guidelines

Departments should reward behaviors and results that are tied to school-wide or department initiatives. Specific selection criteria need to be established by the department. The Superintendent, or designee, must approve the criteria prior to implementing a formal recognition program. For the purposes of this policy "managers" shall be defined as those individuals with (a) budgetary control and with (b) employees who report directly to them.

Lump-Sum Bonus

1. Lump-sum bonuses can be established in two ways:
2. Board must approve large-scale and/or across-the-board bonuses for multiple (more than 30% of the total) employees.

Supervisors have the discretion to propose an award for a specific employee (not to exceed 15% of their annual gross salary), with written approval from the Superintendent. Employees should not be informed of any possible bonus until approval from the Superintendent has been received.

All bonus award recipients must first meet the following general criteria:

1. The employee's accomplishments exceed the normal standards/expectations for the job.
2. The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal.
3. The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.
4. Decisions about the amount of a lump-sum bonus should be dependent upon the nature and complexity of the accomplishment, the ability of the department to fund the award, and Superintendent approval.
5. Manager should clearly communicate to the recognized employee what outstanding achievements led to the award.

Incentive Plans

1. For incentive plans, the manager must develop specific targets to be achieved. Goals, pre-established criteria, and regular payouts are essential under this type of plan.
2. Managers should clearly communicate to the employee what the expectations are and the outcome for the incentive period.

3. Any incentive plans must be approved in writing by the Superintendent prior to disclosure to staff. In no case shall incentive plans be presented to employees prior to approval from the Superintendent.

As long as the Charter has an active, board-approved Memorandum of Understanding (MOU) with Springs Charter Schools, Inc. (SCS), **most** employee/board recognition (work and life event) and development will be supplied through SCS. (See MOU, SCS "incentives and awards policy" or SCS budget for details on expenditures included.)