

STAFF BONUS: FAQ

WHAT IS A BONUS?

A Bonus is defined as a one-time lump sum payment that is not a permanent increase to the base salary of the individual and may be granted at the discretion of the President. Bonuses are applicable only to those employees whose [Collective Bargaining Agreement](#) provide for this type of payment.

HOW DO YOU QUALIFY FOR A BONUS?

Bonuses are a negotiated item and the provisions are outlined in bargaining unit contracts. To determine eligibility please reference the appropriate [Collective Bargaining Agreement](#).

WHAT CAN YOU RECEIVE A BONUS FOR?

Bonuses are only available to those employees whose bargaining unit contracts provide for this type of payment. Please review the respective [Collective Bargaining Agreement](#) for the most accurate list.

Below is a list of bonuses currently available by bargaining unit:

APC (Unit 4)

- Service
- Merit

CSUEU (Units 2, 5, 7, & 9)

- Performance Recognition while at the top step of salary range or sub-range
- Recruitment
- Retention
- Critical Skills
- Additional Work
- Individual or Group Performance

SETC Teamsters (Unit 6)

- Critical Skills

SUPA (Unit 8)

- Exceptional Performance
- Retention

Confidential Classification (C99)

- Merit

HOW DO YOU INITIATE A BONUS?

A bonus request can only be submitted by the HERRA designated manager (MPP) for employees who are eligible per their [Collective Bargaining Agreement](#) by way of the [Electronic Compensation](#) (E-Comp) System. MPPs can find additional information on our [website](#) in the [MPP User Guide](#).

Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab, shown below.



HOW IS A BONUS CALCULATED?

The calculation of a bonus is governed by collective bargaining, details for specific bonuses can be found in the appropriate [Collective Bargaining Agreement](#).

Payments are calculated as follows:

- For non-exempt employees, all Bonus awards will be based on a percentage of the annual gross salary, including overtime.
- For exempt employees, Bonus awards may be a flat dollar amount or a percentage of income (annual or specific time frame.)
- For SUPA employees, all bonus awards are based on a percentage of the annual gross salary

HOW ARE BONUSSES PAID?

The employee will receive a separate check for the bonus which is subject to any applicable state and federal tax withholdings.

WILL A BONUS BE USED IN MY RETIREMENT?

Bonuses paid are not reported to CalPERS for the calculation of retirement benefits as the payments are not in compliance with the Public Employees' Retirement Law and therefore no included in a retirement benefit calculation.

WHAT IS THE PROCESSING TIME OF A BONUS REQUEST?

Classification and Compensation's service levels for processing a Staff Bonus review can vary. Our current service level goal is to complete Staff Bonus reviews within **10 business days** after the complete request is received in Human Resources.

Note: Service levels are standard goals for the C&C Department, timelines outlined in the [Collective Bargaining Agreements](#) supersede. Additionally, requests submitted without appropriate documentation and/or information may result in significant delays to the Classification and Compensation review process.