

The Heller School for Social Policy and Management

Policy #: HS 11

Issue Date: August 9, 2018

Subject: Administrative Staff Bonuses

Purpose: To establish clear policies regarding bonus awards to administrative staff

I) Policies

- A.** Administrative staff are eligible for bonuses when they have performed exceptionally in their position and have contributed significantly above and beyond their job responsibilities. Examples include: assuming additional responsibilities, including due to a position vacancy; performing a consequential project requiring significant additional effort; working an extraordinary amount of extra hours during the week and/or weekends due to manager advance approved circumstances.
- B.** Bonus requests are to be submitted in writing by the appropriate director to the chief administrative officer and dean before June 1st. Bonus requests should concisely justify the bonus per criteria in A) above, indicate the requested bonus amount and funding source, if available.
- C.** Bonus requests require the approval of the dean. Bonuses will be paid in July as they are processed as part of the Brandeis annual merit increase process.