



Section A. General Information

Date: _____ Prepared by: _____ Ext: _____

One Time Bonus Amount: _____

Employee Name: _____ Department: _____

Current Position: _____ Current Salary: _____

Current Grade: _____

Section B. Guidelines and Rationale

Guidelines:

One-time pay (bonuses): One-time pay awards (bonuses) reward high quality work performed that is significantly beyond the standard requirements of the job. Some examples include: accomplishments that significantly contribute to advancing department objectives, extraordinary efforts to meet critical deadlines and needs; contributions that clearly and significantly impact achieving important goals, deliverables or timelines; innovative work or ideas clearly beyond job expectations that significantly improve practices, operational efficiency, processes or service; significant cost savings or cost avoidance beyond normally expected or established standards. Bonuses should not be used to compensate for hours worked.

Rationale:

Please describe the extra work performed in the two boxes below. Your description should clearly indicate why the work is significantly above and beyond the employee’s job responsibilities. Please estimate the percentage of time spent on the above and beyond work and the expected duration, e.g., two months, etc. HR will collaborate with you to recommend a bonus amount if appropriate.

Please send this form with any additional details to echin@brandeis.edu in HR/Compensation. Thank you.