

## Establishing a Non-Discretionary Bonus Payment Initiative for Temporaries

To establish a bonus payment initiative for temporary employees, the employing agency must submit the following information to the Temporary Solutions Manager for review to ensure all requirements are met.

- The name of the employing agency
- The employee(s) who will be eligible for the bonuses
- The type of payment(s) (lump-sum or incentive plan) that is being proposed, and a description of the criteria for that particular bonus. For example:
  - If the bonus payment is based on a predetermined length of continued employment in a temporary assignment, indicate the amount of time or target date.
  - If the bonus payment is based on meeting or exceeding predetermined production goals for quantity, quality, or accuracy of work, indicate these specific goals and, if applicable, the length of time or date(s) in which the goals must be met.
  - If the bonus payment is based on meeting or exceeding predetermined project milestones, indicate the milestones and the length of time or date(s) in which the goals must be met.
  - If the bonus payment is based on working a predetermined number of days without a safety incident, indicate what qualifies as a safety incident and the length of time or date(s) in which this will be measured.
- The amount of each bonus payment
- When the payment(s) will be made
- The total amount expected to be paid to each employee under the program
- Purpose of the bonus payment initiative (i.e., to remain competitive in the hourly labor market, to incentivize performance, etc.) Complete, accurate and compelling documentation is a best practice and is required to demonstrate compliance, legal defensibility, and fiscal responsibility.
- Method of communicating bonus payment information to the affected employee in writing (i.e., directly by the agency, through Temporary Solutions, etc.)
- Forms, contracts, etc., that will be provided to the employee notifying them of the bonus payment, criteria, etc.
- Authorized signatures per employing agency policy

Bonus payments that have been approved by the employing agency according to its own internal approval process will be made by Temporary Solutions on the agreed upon regular bi-weekly pay day.