

**MIAMI P.R.I.D.E. AWARD
PERFORMANCE RESULTING IN DISTINGUISHED EXCELLENCE
ONE-TIME BONUS PROGRAM FOR CLASSIFIED AND UNCLASSIFIED STAFF**

Miami University encourages the recognition of excellent performance. The Miami P.R.I.D.E Award, which stands for Performance Resulting in Distinguished Excellence, is a centrally-funded, monetary bonus program for Classified and Unclassified staff. Recognition of achievements and contributions have a considerable impact on employee satisfaction and retention. While not all forms of employee recognition involve compensation, the Miami P.R.I.D.E. Award is one method for managers to acknowledge significant achievements.

I. GUIDELINES

The Miami P.R.I.D.E Award is a monetary award used to reward significant outstanding performance. It is not an adjustment to base salary.

Reasons for awarding a bonus include, *but are not limited to*:

- Work on a special project;
- Attainment of job-related professional development not covered by a job enrichment program;
- Achieving significant project goals;
- Development of and assistance with implementation of an idea or an initiative which improves a business process or results in cost-savings;
- Exceptional service or outstanding performance as defined by the supervisor.

In order to qualify, an employee must:

- Have a performance evaluation on file in the appropriate personnel office that is less than one year old and have received an overall rating not less than “meets standards;”
- Be free of any disciplinary action for at least (6) six months;
- A classified employee must have completed his/her probationary period.

Central funding is provided for positions supported by general funds (fund code 000000). Bonus payments awarded to an employee in a grant-funded position will be charged to the grant. A department must check with Grants and Contracts *prior* to submitting a bonus request to the Vice President, to ensure that the grant agency allows such a payment to be made. If a grant agency does not allow for a bonus payment, the department may request that central funding be used. This request must be clearly articulated on the nomination form. Bonus payments made to an employee who holds an auxiliary-funded position or a position on a regional campus will be charged back to the auxiliary or appropriate regional campus.

Payments may not exceed \$2,500 in a one-year timeframe. Requests for payments greater than \$2,500 must have additional approval from the Vice President for Finance and Business Services.

Miami P.R.I.D.E. Awards may not be used in lieu of travel reimbursements, moving expenses, or any other type of reimbursement that should be processed through Accounts Payable. In addition, these payments may not be used as a retention or sign-on bonus, or as a means of addressing internal pay equity problems. All payments are subject to federal, state and local income taxes, but not retirement contributions. If a department is not certain if the circumstances warrant a Miami P.R.I.D.E. Award, they should contact Human Resources or Academic Personnel for advice.

II: PROCESS

After obtaining appropriate approvals, the supervisor submits a Miami P.R.I.D.E. Award form to his/her Vice President for approval.

Each Division may develop its own approval process for the bonus programs, which may include a quarterly review and/or committee.

If the bonus is approved by the Vice President, it is then forwarded to the Department of Human Resources or Academic Personnel for payment.

The Vice President will issue a memo informing the employee of his/her bonus payment and thanking them for their contributions to MU. The supervisor and HR/AP will be copied on the memo. A copy of the memo and the nomination form will be placed in the employee's personnel folder.

Requests for payments greater than \$2,500 must have additional approval from the Vice President for Finance and Business Services.

III: BUDGET

The program budget will be determined by the Vice President for Finance and Business Services each fiscal year. Each Division will receive a notification of their centrally funded PRIDE program budget. The program budgets for classified and unclassified awards will be maintained separately and dollars from one pool may not be transferred to the other.