BONUS GUIDELINES
CSUEU (Bargaining units 2, 5, 7, 9) and APC (Bargaining unit 4)

A bonus is a lump sum payment that is not a permanent increase to the base salary.

I. What are the reasons for which a bonus may be granted?

A. A recruitment bonus may be offered to a candidate as an inducement to commit to employment with CSULA. If the candidate does not complete the probationary period, the bonus must be returned to CSULA.

B. A retention bonus may be awarded to an employee for staying with CSULA and who is in a position in a classification that is critical to the ongoing operations of CSULA, or is in short supply in the labor market, and/or is a difficult to recruit for classification.

C. A critical skills bonus may be awarded to an employee who possesses and uses skills that are necessary and critical to the ongoing operations of CSULA.

D. Individual or group performance. (Except for unit 4)

II. What are the procedures for requesting a bonus?

A. The appropriate administrator must complete the bonus request form, identify budget funding and attach a written justification/rationale.

B. The form and the written justification/rationale are then forwarded to the dean or director of the employee’s unit/department for recommendation.

C. The form and the written justification/rationale are then forwarded to the vice president for recommendation.

D. The form and written attachment are then forwarded to Human Resources Management (HRM).

E. The Compensation/Classification unit of HRM will evaluate the request and make a recommendation to the AVP for HRM.

F. The AVP for Human Resources Management, is the president’s designee and appropriate administrator to approve or not approve the Bonus request. HRM will prepare the letter of approval that notifies the employee, the employee’s supervisor, the dean/director and the vice president. The ETF (Employee Transaction Form) is prepared by the employee’s department and routed through the normal ETF routing process.

G. If a bonus is not approved, HRM will notify the employee, employee’s supervisor, dean/director, and the vice president.

• Bonus reviews shall be completed within ninety (90) days after the request is received in Human Resources.

• The decision of the AVP for Human Resources Management regarding the award of a bonus shall be final and shall not be subject to grievance and complaint procedures.