

LUMP SUM BONUS REQUEST FORM
MSU-Great Falls College of Technology
MUS Compensation Plan Pay Guidelines

All requests must include complete explanation of justification for lump sum bonus payment. Recipients must be permanent staff members who have successfully completed their probationary period and are actively participating in MUS Compensation Plan Pay guidelines. Requests shall be in accordance with MUS Compensation Plan Pay Guidelines Policy #7.0.

Employee: _____ **Dept:** _____

Title: _____ **Position #:** _____

SSN/GID: _____ **Union Affiliation:** _____

Contact Person: _____ **Amount Requested:** _____

Has funding been identified for this bonus? Yes/Index # _____

Justification for Lump Sum Bonus Payment: Following the format on the next page, describe, in an attachment, event/actions taken by employee that *greatly exceed regular expectations and are considered extraordinary*. Include timeframe during which job performance occurred or will occur.

Required Signatures:

Immediate Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____

Human Resources Director: _____ **Date:** _____

Assistant/Associate Dean: _____ **Date:** _____

Dean: _____ **Date:** _____

Refer to Section 7.3 of the *Lump Sum guidelines* or the MUS Compensation Plan Pay guidelines for additional information and a description of the relevant criteria.

To qualify for a lump sum bonus, the employee must have demonstrated *exceptional* performance in all of criteria 1, and at least one of criteria 2. Provide details for each applicable criterion. Requests with insufficient details and/or those submitted in an incorrect format will be returned to the supervisor without approval.

1A. Effort – the work must greatly exceed expectations

1B. Consistency – be of noteworthy duration and superior performance level

1C. Quality – have a significant positive effect on The College

2A. Quantity – the amount of work exceeds standard expectations of others in similar positions.

2B. Originality – the work is exceptionally creative and innovative.

2C. Cost Savings/Revenue Generation – the work creates a substantial cost-saving or revenue-generating effort.

2D. Efficiency – the work measurably enhances College operations.

2E. Life Safety/Safety of Working Conditions – the work prevents serious property damage or physical injury.