

Discretionary Bonus Guidelines

- Bonuses may be provided based on the college's financial status. Administration will review the status for distributions for the December and June payroll.
- Bonuses would be based on the total allocation previously approved by the Board of Trustees.
- Bonuses would be paid to full time or regular part time (part time will be adjusted by part time status).
- To qualify for the December 2010 bonus, the employee must have received a paycheck in June 2010 and must be currently employed by the college in December 2010 (meaning they have been employed for 6 months).
- To qualify for the June 2011 bonus, the employee must have received a paycheck in December 2010 and must be currently employed by the college in June 2011(meaning they have been employed for 6 months).
- Bonuses do not become part of the employee's base pay.