

BONUS PLAN

Agency Name:

The Bonus Plan period begins

and ends

Overview and Eligibility:

This plan is available to the following person(s) or the following class of employees:

This plan applies to the following section or division:

The following describes the goals and objectives to be achieved and the performance required for eligible employee(s) to receive the bonus:

Successful participants will be awarded the following bonus which is taxable income:

Additional criteria required to prevent exclusion from the bonus payment (check all that apply):

- ☐ The employee must remain on the payroll through the Bonus Plan Period.
- ☐ The employee must receive a "Meets Expectation" or higher performance evaluation rating to retain eligibility for a Bonus Award

PLAN REVIEW AND APPROVAL

Plans must be approved by the Division Director/Administrator, the Department Director/Elected Official and submitted to the Human Resources Director and Mayor for approval.

Division Director/Administrator

Date

Department Director/Elected Official

Date

Human Resources Director

Date

Mayor

Date