

## BONUS POLICY

1. Bonus will be allocated to staff based on the following criteria:
  - a. All staff are eligible for Merit bonus if and when funds are available from Keystone STARS.
  - b. Staff must be actively participating in training outlined in the PDR and discussed with Director.
  - c. Staff must be employed at least one year past the initial three month probation period.
  - d. Staff must have less than three written reprimands in personnel file.
  - e. Staff must maintain appropriate attendance (less than 10 days off in a calendar year).
  
2. Bonus Procedures:
  - a. Bonuses will be given on a percentage of years served and performance.
  - b. Each year of service will count as equal to up to 2% with a maximum of 10% of allocated money available.
  - c. Additional money can be given if performance appraisals are of exceptional quality. This will be based on yearly staff evaluations.
  - d. Additional bonus money can be given on percentage if all money is not allocated by other staff due to poor performance or lack of educational goals attained for current position.
  
3. Based on total amount of bonus monies allocated to center:
  - a. Director can earn up to 40%.
  - b. Assistant Director can earn up to 30%.
  - c. FT Group Supervisor can earn up to 20%.
  - d. PT Group Supervisor can earn up to 15%.
  - e. FT Assistant Group Supervisor can earn up to 10%.
  - f. PT Assistant Group Supervisor can earn up to 10%.
  - g. Aides can earn up to 5%.
  
4. Bonuses are processed through payroll and are subject to applicable taxes.