

## EMPLOYEE BONUS FORM

Sections 89.65 of the 2011-2012 General Appropriation Act allows state agencies to award employee bonuses according to objective guidelines established by the Budget and Control Board. More than one bonus in a fiscal year may be given to an employee; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000. The bonus does not become a part of an employee's base pay. Agencies with bonuses using federal and other sources of revenue must maintain documents verifying that the bonuses are in compliance with any associated funding requirements.

Please complete this form and forward a copy to the Division of Human Resources when an employee bonus is awarded.

**Agency:**

**Employee Name:**

**Class / Slot:**        /

**Amount of Bonus:** \$

**Date Awarded:**

**Source of Funds:**

- State Funds  
 Federal Funds     Check to indicate use complies with federal law.  
 Other Funds

**Reason:** *(Please indicate which of the following best represents the reason the bonus was awarded.)*

1. Contributions to increased organizational productivity  
 2. Development and/or implementation of improved work processes  
 3. Exceptional customer service  
 4. Realized cost savings  
 5. Other specific contributions to the success of the organization

**Comments:**

**Agency Representative:**

*December 2011*