

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Bonus Procedural Guidelines</b>		<b>SOP #: HR.011.04</b>
Effective Date	5/31/2018	
Last Revision/Review	03.29.2022	

### **1. Purpose**

Burrell College of Osteopathic Medicine has established a Compensation Plan Guidelines to address bonus procedures.

### **2. Related Policy/Authority**

Policy B7590 Compensation Guidelines

### **3. Faculty/Staff Responsibilities**

Burrell Leadership Team

### **4. Definitions/Abbreviations**

None

### **5. Procedural Steps**

1. The form of increase due to the annual evaluation process will be a bonus versus a raise.
2. Bonuses will be awarded at a fixed percentage (to be established annually by the College) to all benefits-eligible employees; employees evaluated as “does not meet expectations” will not receive a bonus.
3. The amount of bonus will vary annually, subject to market conditions and budget availability.
4. Employees with less than 90 days service at June 30 will not be eligible for merit pay on July 1.
5. Employee bonus will be prorated based upon hire date during the current year.
6. Employees must be employed with Burrell as of the last date of the applicable fiscal year, to receive a bonus.
7. Bonuses will be calculated on base salary as of June 30 of any given year, and will be paid on the payroll immediately following July 1 of that year.

### **6. Reports/Charts/Forms/Attachments/Cross References**

[https://bcomnm.org/wp-content/uploads/2020/01/B7590\\_BCOM-Policy-Compensation-Guidelines-1.pdf](https://bcomnm.org/wp-content/uploads/2020/01/B7590_BCOM-Policy-Compensation-Guidelines-1.pdf)

### **7. Maintenance**

Human Resources; to be reviewed every January.

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### 8. Signature

Signature on File

3.30.2022

Director of Human Resources

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
7.15.2020	5	Update bonus information from until meets full accreditation to through 2020		7.15.2020
8.24.2020	2,5, and 6	Update bonus information to reflect a bonus over a raise. Update to reflect policy rather than guidelines.		8.24.2020
1.7.21	5	Updated eligibility requirements to reflect same terms as originally stated in Guidelines		1.8.2021
3.29.22	5	Update eligibility requirements regarding employed dates		3/30.2022