

## Nonrecurring Staff Merit Bonus Process

Responsible Unit: President's Office, Leadership Executive Team

Reference: Guidelines for Application for Bonus-Eligible Projects, Performance Planning and Evaluation Process

### BCTC Nonrecurring Merit Bonus (NMB) Review Process

1. BCTC will follow all KCTCS guidelines for completing the Performance Planning and Evaluation (PPE) prior to the NMB review process deadline. PPE documents should be forwarded to the college's human resources department by this date.

2. BCTC supervisors must rank all employees within one of the five rating categories listed on the PPE. The overall rating category should be based on how well the employee performed in each of the applicable areas of the PPE. The employee's performance is documented by completion of the outcomes section of the PPE.

3. All regular, full-time staff will be eligible for the NMB. In order to be considered for the NMB, an employee must receive a final rating of *Consistently Exceeded Expectations of Job Requirements (EE)* during the evaluation period. The

supervisor and reviewer may recommend the employee for consideration of the NMB through the college's approved local review process.

4. All employees interested in being considered for the NMB must meet with their supervisor during the PPE planning period and complete the BCTC Staff Merit Bonus Planning Form. The planning form must be signed by the employee,

supervisor, and reviewer before being sent forward to the college's NMB Review Committee for final approval. At the end of the evaluation period, any employee who receives a final rating of EE and received an acceptance of the BCTC Staff

Merit Bonus Planning Form must also submit a BCTC Staff Merit Bonus Outcomes Form to the NMB Review Committee. The NMB Review Committee will recommend to the college president all employees who it believes met the criteria to receive the NMB.

5. Below is a partial list of examples which may qualify an employee to be considered for the NMB. The list is not exhaustive and is only designed to give individuals an idea of activities which may be considered merit-worthy. Complete an advanced college degree or certification during the evaluation period; the degree or certification should serve to enhance one's job performance.

- Serve on and/or chair a KCTCS committee, high level college committee, staff council, one of the various boards, etc.
- Develop and implement a process or procedure that results in significant cost effectiveness or improved efficiency.
- Write and receive a significant grant.
- Complete a special project that contributes to the KCTCS or BCTC Strategic Plan.
- Receive a significant award or recognition. It is recognized that receipt of awards, special recognition, or special projects may not be anticipated during the PPE planning period; thus, one extended date to submit the BCTC Staff Merit Bonus Planning Form will be offered.

See submission deadlines of the planning form outlined below:

September 15th

October 30th

Complete BCTC Staff Merit Bonus Outcomes Form, which is always required.

\* After October 30th, if the BCTC Staff Merit Bonus Planning Form was not submitted, a one page explanatory letter must accompany the outcomes form to explain what significant accomplishments have been completed.

#### 6. Membership of NMB Review Committee

- members comprised of staff representing all of the functional units of the college, and should include NMB recipients from previous years.
- Members will be appointed by the President of BCTC.
- Members will serve two-year staggered terms.