



Ohio Administrative Code Rule 3341-5-32 Bonus policy.

Effective: February 16, 2026

(A) Policy statement and purpose

Exemplary job performance that well exceeds the usual expectations for the position should be encouraged, recognized and rewarded. The university adopts this policy to govern the awarding of one-time, lump-sum compensation that is outside of base salary or wages to reward exemplary performance, outlined in the criteria below. Bonuses are not meant to be a replacement for salary increases or adjustments that would otherwise be necessary.

(B) Policy

(1) Eligibility

To be eligible for a bonus under this policy a recipient must:

- (a) Be an active, full-time or permanent part-time employee of the university.
- (b) Not have received any disciplinary action for the previous year.
- (c) Completed the probationary period, if classified staff.

(2) Consideration for a bonus shall be based on factors that include:

- (a) Work and contributions toward a special project or initiative that aligns with the university's strategic plan.
- (b) Achievement of strategic departmental or project goals that contribute to institutional priorities and measureable outcomes.



(c) Development or assistance with implementing an initiative that improves a business process, generates cost savings, or enhances productivity.

(3) Exclusions from bonus consideration:

(a) Holidays, length of service, or work anniversaries

(b) Consistently meeting the performance standards assigned by the position

(c) Changes in duties or responsibilities that result from transfer or reassigning responsibilities to another person or unit

(d) Perfect attendance record

(4) Other considerations

(a) This bonus program shall not apply to employees who are represented by a collective bargaining agreement; or to employees whose employment contracts otherwise provide for earning performance - based bonuses or to employees whose positions are funded, in whole or in part, on external grant funds unless the grant agreement allows for the use of grant funds for payment of bonuses.

(b) Bonuses are discretionary. This policy creates no enforceable contract right.

(c) Bonuses are dependent on the availability of funds as determined by the signatory authority or vice president or university president.

(d) A bonus will be a one-time payment. Bonuses are not added to base salary.

(e) Funding of bonuses will be the responsibility of the employing unit or division.

(f) Bonuses will be processed through the university payroll system. The applicable deductions and federal state tax contributions will be taken.



(g) The minimum bonus that may be paid under this policy is five hundred dollars. The maximum bonus amount that may be paid under this policy is fivethousand dollars or five percent of base salary, whichever is greater.

(h) Bonus payments below the minimum amount or above the maximum amount or under circumstances not provided for by this policy shall require the prior written approval of the university president.

(i) Bonus payments must comply with all state and federal laws and regulations.

(j) This policy is subject to revocation or modification at the administration's sole discretion.

(5) Procedure

Recommendation and approval for any bonus shall be made solely at the discretion of the signatory authority, vice president, dean or president and shall not be subject to appeal or further review.

(a) The department manager/director or vice president shall complete the bonus submission form and submit the information to the signatory authority, dean, or VP for review.

(b) The signatory authority, Dean or divisional vice president shall confirm the funding source for the bonus allocations and provide final approval, or not, in consultation with the chief human resources officer to ensure the request meets the required criteria.

(c) Approved bonus payments will be processed in September, which aligns with other annual increases, through the payroll department.