

Agency Name
Transit Policies and Procedures

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| Subject | Employee Incentive Pay |
| Section | Personnel |
| Effective Date | |
| Approved By | |
| Approval Date | |

Purpose

Establish a method to reward exemplary performance.

Definitions

Incentive Pay: Bonuses or other forms of compensation that are given to employees in exchange for going above and beyond their normal duties.

Procedure

Develop a written procedure to reward employees who exceed expectations and incentivize them to continue doing excellent work. Exemplary performance is defined as one or more of the following:

- Exceeding goals
- Performing additional duties beyond what is expected
- Serving as a good example of professional behavior to other employees

The Transit Director shall determine when an employee is eligible for incentive pay. Considerations should include job classification, length of service, and the goal of the incentive. Compensation can include one or more of the following incentives:

- Lump sum monetary bonus
- Year-end monetary bonus
- Gift cards
- Extra vacation day(s)

The Transit Director shall track all incentive pay and ensure that it is taxed and reported in accordance with Federal and State requirements.

Responsibilities

The Transit Director shall work with the Governing Board to prepare an incentive pay policy. The Transit Director shall determine when incentive pay is appropriate and shall ensure that deserving employees are compensated in accordance with the policy.