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COMMISSION ON LEGAL COUNSEL FOR INDIGENTS
PERFORMANCE BONUS POLICY

The Commission's Employee Performance Bonus Program allows the agency to provide a lump sum payment to an employee to recognize exceptional performance or work achievement. A performance bonus is not to be considered as part of an employee's base salary for any purpose, but is subject to state and federal taxes and withholding.

The Commission may not provide performance bonuses to more than twenty-five percent of the number of employees employed by the agency at the beginning of the fiscal year during which the performance bonus is awarded.

A performance bonus may be awarded only to an employee who:

1. has held a position with this agency for at least one year before a bonus is paid;
2. is a full-time regular non-probationary employee in a regularly funded non-temporary position;
3. has had an overall exceptional performance rating, or in the case of a special project or work achievement, has maintained satisfactory overall performance; and
4. has not received more than one performance bonus payment during a fiscal year, or more than $1000 in performance bonus payments during a biennium.

A recommendation for a performance bonus may come from a supervisor or co-worker. The recommendation must be made in writing, and submitted to the employee's supervisor, who will review the request. The supervisor shall forward the request to the Executive Director, along with the supervisor's recommendation, including any documentation that describes the employee's exceptional efforts and accomplishments, and documentation showing whether the employee meets the technical requirements for such a bonus.

All bonus recommendations will be reviewed by the Executive Director. The Executive Director will be determine whether a bonus will be granted and the bonus amount, so as to maintain consistency throughout the agency and in consideration of available funding.