Guideline: Bonuses for Administrative Staff (Non-Faculty)

Discretionary bonuses to non-union employees:

Year-end bonuses are only to be given in the following situations:

- Extraordinary performance above and beyond the scope of the job. This can include additional temporary project work far above and beyond the regular scope of the employee’s job or outstanding results in generating revenue.
- Where industry standards determine bonuses to be part of the compensation structure.
- Signing bonuses may be extended with employment offers provided the total amount is within the approved hiring range.

Mid-year “spot” bonuses:

- Spot bonuses are only for extraordinary performance situations where the end of the project or qualifying event is at least six months prior to the next increase cycle.

All bonuses must be approved by the corresponding area’s Deputy Dean and the Dean. Additionally, the Dean and Deputy Deans should jointly decide on any bonuses paid to Senior Staff.

Non-discretionary bonuses (contractual):

All contracts including implicit or explicit promises of bonuses must be approved by the Dean and corresponding Deputy Dean. Chicago Booth Human Resources should be involved and informed of non-discretionary bonuses to assure all parties share a mutual understanding of the contract.

Bonuses for union employees (Local 743):

The Dean and corresponding Deputy Dean must approve the bonus. Chicago Booth Human Resources will ensure that all rules and procedures outlined in the current collective bargaining agreement will be followed.

Other factors involved in determining bonuses and dollar amounts of bonuses:

- The current state of Chicago Booth and department budget should play a major part in determining whether or not and at what dollar amount bonuses are granted.
- Balancing equity
  - Are there similar situations where bonuses were or were not granted?
  - What are the dollar amounts given in similar recent situations?