

The Southern Baptist Theological Seminary

Procedure for Awarding Bonuses for Exemplary Performance/Achievement

Purpose

This procedure will provide a vehicle for Seminary management to recognize and reward individual employees who have served the Seminary in a unique, professional, and/or exceptional way. Such exceptional effort or conduct that results in significant contributions to the Seminary may be considered for recognition and reward under this procedure. All employees, exempt and non-exempt, are eligible for this recognition.

The nature of this award and the requirements for receiving it means that it will be an infrequent event. The infrequency of the granting of this award is an enhancement of its meaning, intent, and intangible value.

Eligibility Considerations

- Exceptional effort, above and beyond normal duty requirements that result in a major turn around in either the timely completion of a project, significantly improved project results, or both.
- Insight, forethought, and follow-up action that eliminates or significantly reduces the negative impact of an event (in-house or out-of-house) on the Seminary's:
 - reputation, image, good name or that of any member of Seminary leadership;
 - damage to property, equipment, facilities, etc.;
 - physical injury to employees and/or students;
 - financial loss.
- Long term, consistently outstanding effort in the performance of the assigned job duties under less than favorable conditions:
 - work environment
 - lack of resources, equipment, tools, training,
 - shortage of manpower
 - interference, interruptions
- Exceptional effort and achievement in a community, state, or national project that has a significant positive impact on the Seminary's image and/or reputation.
- Personal sacrifice (time, talent, treasure) to assist others who are in need (financial, spiritual, etc.).
- Any spontaneous heroic deed or action that has a significant impact on the well being (health and safety) of another human being.
- Submission and implementation by the Seminary of a "cost savings" suggestion that results in measurable and significant savings to the Seminary.

The above factors require an exemplary effort and/or achievement and, as such, are deserving of significant reward and recognition. These awards may range from \$500 to \$3,000.

In addition to the above factors, recognition and reward may be available for effort and achievement of a less but still deserving nature. For example:

- Submission of a “cost savings” suggestion that results in simplified work processes not accompanied by significant savings.
- Any effort, achievement, conduct or other form of contribution to the Seminary’s reputation, image, and well being that, while not exceptional, does deserve recognition and monetary reward.
- Consistent effort in the daily interaction with students, co-workers, guests, vendors, or members of the community that is positive, courteous, and of a spirit that reflects well on the Seminary and its employees.

An Award based on these factors normally will be in the \$25 to \$250 range.

Nominations of a special uniqueness, not qualifying under an exceptional factor but having merit beyond the second tier of factors, may be recognized and considered for Awards above \$250 and up to \$500.

Procedure

- Nomination of an employee for an Exemplary Performance/Achievement Award may be made by any member of Seminary management at the Director level or above.
- Without exception, the employee being nominated must not be made aware of their nomination for this award.
- The individual submitting the recommendation should ensure, in the most confidential manner, that his supervisor and above are aware of the pending nomination.
- All nominations must be submitted, in writing, on the form specifically designed for this purpose and procedure (see attached). Nominations in any other format will not be considered and will be returned to the sender.
- The appropriate form must be fully completed with appropriate support documents, if any, attached. The required justification statement must be clearly and legibly presented with an emphasis on providing ample detail on which a fair decision may be made.
- Nominations can be submitted to any member of the Executive Strategy Group (the Sr.V.P.’s or the President) but, if possible, should be submitted directly to the Senior Vice President responsible for the department in which the employee works.
- In all transmittals, special emphasis must be placed on the confidentiality of the nomination and the envelope must be marked “CONFIDENTIAL-TO BE OPENED BY ADDRESSEE ONLY”.

- All nominations, whether approved or denied, will require the signature of the Senior Vice President for Institutional Administration plus the signature of one other Senior Vice President (normally the Senior Vice President responsible for the department in which the nominated employee works) or, if unavailable, the President,.
- If approved, the “nomination form”, including the award dollar amount, will be forwarded to the Director of Human Resources who will initiate and coordinate with Accounting – normally with the Director of Accounting – the processing of the required documentation for obtaining a manual bonus check. All effort will be made to ensure the confidentiality of the award is preserved.
- The Award **presentation** should be low key with only key members of management present for the delivery of the check by the responsible Senior Vice President or his appointee.
- In those cases where the nomination is denied, the Senior Vice President for the involved area will notify the submitting manager of the decision and explain the reasons for the nomination not being approved.
- The decision of the Senior Vice Presidents is final and there is no appeal of denied nominations or the dollar amount being awarded in an approved nomination.

Human Resources/Accounting

- Upon receipt of a properly approved Nomination Form, the Director of Human Resources will have a Personnel Action Form (PAF) executed. A hard copy of the PAF with a copy of the Award Nomination and a request for a “manual check” will be forwarded to the Director of Accounting.
- Note: Awards for Human Resources staff persons will require the PAF to be initiated by the Executive Secretary to the Senior Vice President for Institutional Administration.
- Human Resources will enter the PAF in Jenzabar.
 - The Director of Accounting will take the necessary steps to ensure that Payroll is able to process the request for a manual check in the most confidential manner.
 - Generally, the Award amount will be grossed-up in accordance with standard Accounting/Payroll procedures. When applicable, specific instructions not to “gross-up” the Award amount will be included in the documents forwarded to Accounting.
 - **Accounts will be established for each major Seminary division to which Awards will be charged. Approved Awards will be charged to the appropriate account for the recipient’s division. Only Awards for “exemplary performance/achievement” will be charged to these accounts.**
 - The Award check will be returned, in a confidential manner, to the Director of Human Resources who will coordinate with the approving Senior Vice Presidents and the involved supervisor(s) the time and place for presentation of the bonus check to the recipient.

- Generally, when such Awards are granted, little or no publicity will be permitted and the recipient will be instructed to not discuss the Award or the dollar amount with co-workers.
- All appropriate Award documentation will be placed in the recipient's personnel file.