Overview: In accordance with Article 23.8 of the Collective Bargaining Agreement between the Board of Trustees of the California State University and the Academic Professionals of California (Unit 4 – Academic Support), Merit Bonus Program funds have been made available to the members. The program is dedicated to providing one-time, lump-sum bonuses awarded in recognition of above average performance on a project, recognition of one-time or special project performance, for members of a team in recognition of their performance as a team based on criteria established by the campus, above average performance in general, or other significant contributions to the campus and/or CSU community.

Funding and Payment: For 2008-09, total campus funding for this program is $22,200. Merit Bonus awards are based upon availability of funds, and no additional Merit Bonus awards shall be issued once the merit salary pool is exhausted. The Merit Bonus Program award shall be expressed as a percentage of gross pay for the period of time of performance for which the bonus is awarded. All merit funds are to be awarded prior to the end of the fiscal year.

Instructions:

1. Requests for Merit Bonus awards are initiated by appropriate administrators or other members of the MPP. In addition, a member of Unit 4 may provide a written recommendation to his/her appropriate administrator or Division Vice President to nominate him/herself, or other unit members in the case of a project team.

2. Merit Bonus awards may be for work done in any of the categories listed below provided that the actions took place for the 2008-2009 fiscal year. For example, if a team worked on and completed a project from July 1, 2008 to January 8, 2009, the individuals may qualify for the award if they meet the criteria in 3a below.

3. To submit an employee for consideration for a Merit Bonus award, the appropriate administrator must provide a written recommendation indicating the basis for the award based upon recognition of one of the following:
   a. above average performance on a project
   b. recognition of one-time or special project performance
   c. for members of a team in recognition of their performance as a team based on criteria established by the appropriate administrator
   d. above average performance in general
   e. other significant contributions to the campus and/or CSU community

4. Requests must be submitted to the appropriate Division Vice President no later than 4:30 pm on April 30, 2008. The Division Vice President will approve and submit the final requests to Employee Services not later than May 15, 2008. The request must identify:
   a. the reason for the recommendation
   b. in the case of team performance, the criteria established
   c. the recommended award percentage
5. Human Services will review all Merit Bonus award requests to ensure that the guidelines have been met and the pool has not been exceeded. Human Services will authorize payment to Payroll and Benefits on or before May 30, 2009.

6. The decision as to who is to receive a Merit Bonus Program award and the amount of the award shall not be subject to Article 10, grievance procedure in the APC contract.

Revised February 6, 2009