

Executive Board

05/19/26

Administration Support Committee

05/18/26

Item of Recommendation: Revise policy 839 – Additional Compensation

Highest Authority Executive Board
For this item:

Originating Source: Human Resources

Background: Policy 839 - Additional Compensation policy briefly mentioned “Above and Beyond” compensation. HR recommends expanding the policy to include all types of compensation and guidelines.

Background Attachments: A redline version of Policy 839 is included below.

Recommendation: The recommendation is to update the policy to expand and include all types of additional compensation including “Above and Beyond” grants and provide parameters and guidelines for required procedures for approvals.

POLICY 839 ADDITIONAL COMPENSATION

~~Requests for additional compensation are meant to compensate exempt and non-exempt employees for performing work or services outside of their regular tasks and responsibilities. Exempt and non-exempt employees are eligible for additional compensation; however, there are some limitations for non-exempt employees. (MOVED)~~

Additional compensation means that employees could receive special pay, bonus pay or pay at a different rate from his or her regular rate of pay because he or she performed work not identified and not expected as a part of his or her current position and job description. **Forms of additional compensation include One-Time Additional Compensation, Above & Beyond Grants and Honorariums**
~~The bonus pay is meant to congratulate the employee for his or her outstanding work above and beyond the tasks and requirements for the position. (MOVED)~~ Honorariums are at the discretion of ministry directors, and subject to supervisor approval.

~~Exempt and non-exempt employees are eligible for additional compensation; however, there are some limitations for non-exempt employees.~~

A. One-Time Additional Compensation

Requests for additional compensation are meant to compensate exempt and non-exempt employees for performing work or services outside of their regular tasks and responsibilities. **One-time additional compensation pay should be non-recurring payments for one-time tasks, special projects or specific achievements. If a one-time compensation is for a long-term assignment (i.e. filling in for a vacant position), the job duties should be clearly outlined, the time frame should be defined with a beginning and end date, and the compensation structure and timing specified.** ~~Exempt and non-exempt employees are eligible for additional compensation; however, there are some limitations for non-exempt employees.~~

Any manager may recommend additional compensation for a current BGCT employee.

B. Above and Beyond Grants (New Section)

The Above and Beyond grant is ~~a designated fund in the budget available~~ to provide bonus compensation to exempt and non-exempt employees who exhibit extraordinary work efforts in their regular job during the year. **The grant is funded by the same department budget from which the employee's regular compensation is funded.** **The bonus is meant to congratulate the employee for his or her outstanding work above and beyond the tasks and requirements for the position.**

Any manager may nominate an employee for an Above and Beyond grant, **with supervisor approval required.** The Above and Beyond grant payment will be made to the employee in his or her next payroll check with the appropriate state and federal withholdings.

Upon approval, the appropriate employee transaction (eTR) record will be created through Salesforce. The Human Resources Director ~~CFO~~ will prepare a letter of congratulations for the employee to notify him or her about the bonus. ~~The supervisor should also share the information with the employee after approval is obtained by the CFO.~~ **The Supervisor will inform the employee of the award, Human Resources will distribute the letter of congratulations and Finance and Accounting will execute the Above and Beyond payout based on the completed and approved eTR.**

Guidelines:

Above and Beyond Grants should strive to balance the following: fairness, gratitude, and stewardship.

- a. **Fairness:** Above and Beyond Grants are not compensation for job description responsibilities or work done in lieu of the normal responsibilities. It is a recognition of work truly Above and Beyond the expectations and normal compensation for such expectations. Fairness also comes into consideration when examining similar Above and Beyond Grants across departments.
- b. **Gratitude:** Above and Beyond grants are a form of gratitude expressed through "certificates of appreciation" (dollars). Thanksgiving and generosity are naturally built-in to such gratitude but must also be measured/tempered by stewardship.
- c. **Stewardship:** All Above and Beyond Grants must fit comfortably under the umbrella of good stewardship. These grants have budgetary impact and must be accounted for within the

Cooperative Program budgetary confines. Therefore, the CFO must also sign-off on any additional compensation not required by law.

2. Although there are similarities between Above and Beyond Grants and Honorariums paid to outside contractors, Above and Beyond amounts should generally be less than Honorariums because they involve persons already employed to fulfill our vision and mission. Teamwork remains a critical characteristic of our staff.

Guidelines for Non-Exempt Employee Eligibility: (Moved to the End)

If a non-exempt employee performs work not identified with or expected as a part of the current position and job description, then that employee may be eligible for additional compensation **or an Above and Beyond Grant**. The additional compensation would be in the form of a special rate change for the hours worked to perform the additional or specialized work not identified in the job description. Simply working overtime in order to accomplish his or her normal job duties and tasks to meet performance expectations would not qualify the non-exempt employee for additional pay or a special rate of pay other than the overtime rate.

The Fair Labor Standards Act requires employers to pay non-exempt employees one and one-half times their regular rate of pay for all hours worked in excess of 40 in a workweek or in excess of 80 hours over a two-week period for a 9/80 alternative work schedule. Based on this legal requirement, non-exempt employees are compensated for working more than their normally scheduled hours in a workweek. Managers should consider the requirement to pay overtime to non-exempt employees when reviewing requests for additional compensation or requests for above and beyond grants for non-exempt employees.

In order to qualify for an Above and Beyond Grant the non-exempt employee should have performed outstanding work above and beyond the tasks and requirements of their regular position during regular work hours. Simply working overtime in order to accomplish their normal job duties and tasks to meet established performance expectations would not qualify them for this grant because they were paid for the hours worked.

Non-exempt employees might receive the grant when they work in a unique situation or complete a special project.

~~5/24/2022.~~ **05.18.2026**