



UAW Bonus Instructions

1. Nominator submits UAW Bonus Request Form to the University Labor designee in Human Resources (HR).
 - ❖ All UAW employees are eligible to receive a bonus up to three (3) time per fiscal year not to exceed \$1500 per occurrence.
 - ❖ Nominator is defined as either the supervisor or a non-represented employee with the ability to secure the funds to support the recommended.
2. The University Labor designee will review for compliance and notify the UAW Bonus Review Committee of a potential UAW Bonus.
3. The UAW Bonus Review Committee (BRC) will review the bonus request.
4. The Nominator may be contacted if the BRC has additional questions.
5. The UAW BRC will render a decision for the Executive Team member's review and approval.
6. All decisions by the BRC are final and cannot be appealed.
7. The University Labor designee will generate the appropriate HR forms and notify the nominator of the decision so that they may share it with the awarded employee.
8. The bonus will be processed in the pay period following the approval of the Executive Team member.