



Part-Time Bonus Program

Every six months, an audit is conducted on all part-time employees to determine the value of the bonus for each employee. This will use the total number of hours worked in the last 6 months regardless of start date. All employees must be actively employed by the Town at the time of the bonus payment to receive payment. Details of the program are as follows:

1. Eligibility
 - a. Part-time employees (non-seasonal) who are hired to work less than 30 hours per week
2. Hours worked in 6 months
 - a. Tier 1: 200 hours - 359 hours
 - b. Tier 2: 360 hours – 520 hours
 - c. Tier 3: 521 hours or more
3. Bonus amount
 - a. Tier 1: \$125
 - b. Tier 2: \$225
 - c. Tier 3: \$325
4. Frequency of payments
 - a. October 1st to March 31st with the second pay period in April payment
 - b. April 1st to September 30th with the second pay period in October payment
5. Administrative responsibilities
 - a. HR to run report and create Personnel Action Notices / Memo
 - b. Account Technician to make payments
 - c. Accounting Manager to review

Employee Example: If a part-time employee works a total of 355 hours between October 1st and March 31st, this employee would receive a \$125 bonus by the end of April. If this same employee works 525 hours between April 1st and September 30th, then this employee would receive a \$325 bonus by the end of October.

Bonus Amount Tiers:

Hours Worked in 6 Months	Bonus Amount
Less than 100	\$0
200 - 359	\$125
360 - 520	\$225
521 or more	\$325