Background

This policy establishes the guidelines for providing bonuses to student workers.

Policy

1. A bonus may be used to reward a student worker's exemplary performance on projects or special assignments.

2. A student worker may receive one bonus per academic year up to a maximum of $100.

3. All bonuses will be subject to withholding of all applicable taxes.

4. A bonus may not be given to a student worker to meet a competing offer.

5. A bonus is not to be used in lieu of wages or pay rate increases.

6. All academic awards for student workers must be processed as a scholarship on an E-160 through Universis; scholarships may not be used to compensate student workers.

Procedure

A Personnel Change Request (PCR) must be submitted through the established approval process and workflow. Student worker bonuses are subject to review and approval process by the VP designee and the Human Resources – Compensation Department.