

	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	Policy Number	BEN II-111
		Effective Date	01/01/03
	<i>Subject:</i> BONUS CRITERIA	Created	5/1/04

POLICY

It is the policy of JHHHCG to develop employee morale by offering a bonus structure.

PROCEDURE

Employee bonuses will only be paid if a correctly completed “JHHCG Bonus Form” (see attached form) has been completed and submitted to the payroll office. Types of bonus include: Sign On Bonus, Preceptor Bonus, Buddy Referral Bonus, Supervisor/Mgr. Referral Bonus, and Merritt Bonus. Bonus is defined as any additional money that is being paid to an employee outside of merit increases, equity adjustments etc...

All bonus criteria are subject to change. Updated forms and criteria are located in the HR Office. It is the responsibility of the employee to manage the paper trail of this benefit.

Employee

- *Retrieves a form (in triplicate) (see attached) from the HR office.
- *Completes the form and returned to the HR office.
- *The employee will continue this process until the complete bonus benefit is paid in full.
- **NOTE: It is the sole responsibility of the employee to track the paper trail of this benefit. Original forms must be used.*

HR

Reviews form and sends to payroll for payment

PAYROLL

- *Will pay out all bonus money only if a bonus form was completed.
- *Will track & Provide reports for statistical purposes

SPONSOR

Director Human Resources

REVIEW CYCLE

3 years