

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/88	SECTION: Administrative	
BOARD APPROVED ON: 03/88	DATE REVISED: 08/10, 12/16/15	SUBJECT: Bonus Policy	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 10/19/16, 11/21/18, 09/16/2020, 9/16/2022, 4/17/2023		POLICY #: EA-001	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of BWDH to establish a bonus policy for employees of the organization in order to:

1. Provide financial incentives for the purpose of retaining current experienced employees as well as attracting qualified new employees.
2. Enhance employee motivation and morale through the provision of financial rewards.

Bonuses may be provided periodically to employees based on the availability of contract funds for each program. BWDH will decide at its sole discretion to distribute bonuses. The following factors may be utilized in determining the bonus amount to be provided to employees.

- A. Actual number of hours worked by the employee during the fiscal year.
- B. Number of years that the employee has worked for BWDH
- C. Job classification and corresponding level of responsibility for the employee.
- D. Quality of the employee's performance during the fiscal year as reflected in employee's evaluations and other written documentation to the employee from the employee's supervisor or other person responsible for performing the evaluations and providing the other written documentation.
- E. Bonuses may be provided based on available funds and the factors indicated above, and only if the employee is actively employed with BWDH on the date that the bonuses are paid to employees for that fiscal year.
- F. This bonus policy is written to conform to the Department of Health and Human Services guidelines, and is not intended nor should it be construed as a contract, guarantee, or promise with employees for future compensation from BWDH
- G. This bonus policy is subject to revision or may be rescinded at the sole discretion of the board of directors.