

Team-Based Bonus Program

PURPOSE:

This procedure outlines the implementation of a team-based bonus program.

PROCEDURE:

The team-based bonus program ties bonuses for all employees to the overall yearly organizational success. Organizational success consists of making progress on land protection goals according to the Annual Plan, and being financially strong based on the financial analysis outlined in the Compensation Policy No. 7.5.2. When the organization does well the employees share in the success. To implement the program the Executive Director will:

1. **Determine whether to include a team-based bonus in the compensation increase plan recommendation.** The recommendation will be based on the financial analysis compiled by the Finance Committee as outlined in Policy No. 7.5.2, and a summary of the progress on land protection goals for the year.
2. **Review the team-based bonus recommendation** with the Executive Committee.
3. **Submit, for Board approval, a recommended lump sum team-based bonus** as part of the compensation increase plan.
4. **Calculate an equal share of an approved team bonus to each employee** using the following formula, which adjusts for the number of months the employee was employed and on probation during the bonus year:

Total team bonus dollar amount

DIVIDED by

Total # months all employees were employed during the bonus year, MINUS total # months employees were on probation

MULTIPLIED by

Total # months the employee was employed during the bonus year, MINUS # months on probation

5. **Distribute the employee bonus** on the last pay period in December, or the first pay period after Board approval of the bonus, whichever comes later.
6. **Withhold the bonus of an employee who is in a probationary period** as defined in the Personnel Policies 7.5, Section 1.5.2. Once the probation has been successfully completed the bonus will be distributed in the next pay period after the end of the probation period.
7. **Allocate any bonus funds which are not distributed to an employee to** unrestricted funds.

Approved: June 4, 2007

President, Board of Directors