

## BOARD OF DIRECTORS POLICY ON STAFF BONUSES

- A. Purpose – The Calverton Swimming Club Board of Directors awards end of season bonuses to employees to recognize **above average service over an extended period of time during a given season.**
- B. The amount of bonus one employee receives in any given season is not considered when subsequent bonuses are awarded. Bonuses recognize only the service performed during the year for which the bonuses are given.
- C. Calculation and awarding of bonuses – The total amount to be given in bonuses in any one year [usually in December for the preceding season] is determined by the amount approved in the Swim Club budget for the fiscal year beginning December 1 following the swimming season, plus the profits from the soda machine, if any, that were realized during the swimming season.
- D. Employees must receive an Employee Evaluation Score of at least 35 [based on a scale of 0-50] to be eligible to receive a bonus. Employees must also receive a Bonus Score of at least 70 to be eligible for a bonus. The Bonus Score is calculated by multiplying the Performance Evaluation Score times the total hours worked at Calverton during the season, and dividing that result by 100. Example – Evaluation Score = 35; total hours worked =200 –  $35*200/100=70$ .
- E. The Board of Directors reserves the right to award a discretionary bonus to any employee who has provided exemplary service to the Swim Club. The Board of Directors also reserves the right to award a discretionary bonus to the Club Manager, Assistant Manager[s] and/or Head Guard[s]. All discretionary bonus awards will be taken from the total amount available for bonus payments as described in paragraph C.

### ACTION BY THE BOARD OF DIRECTORS

Approved by Board of Directors, January 14, 2010