

# Employee Bonus Policy Template

## 1. Introduction

Our company believes in recognizing and rewarding employees for their hard work and dedication. As part of our commitment to employee satisfaction and retention, we have established a comprehensive bonus policy.

## 2. Eligibility

All full-time employees are eligible to participate in the bonus program. Part-time employees may be eligible based on specific criteria outlined in their employment contract.

## 3. Bonus Structure

Bonuses are determined based on individual and company performance. Employees may be eligible for both performance-based bonuses and company-wide bonuses.

## 4. Performance Metrics

Performance metrics for individual bonuses will be established at the beginning of each performance review period. These metrics may include but are not limited to: sales targets, project completion, customer satisfaction ratings, and overall contribution to the team.

## 5. Payout Schedule

Bonuses will be paid out on a quarterly basis, following the completion of performance reviews. Employees will receive their bonuses in their next scheduled paycheck.

## 6. Discretionary Bonuses

In addition to performance-based bonuses, the company may also award discretionary bonuses for exceptional performance, going above and beyond job expectations, or other outstanding achievements.

## 7. Communication

Employees will be informed of their bonus eligibility and payout amounts in writing. Any questions or concerns regarding bonuses should be directed to the HR department.

## 8. Compliance

This bonus policy is subject to all applicable laws and regulations. Any deviations from this policy must be approved by HR and senior management.

## **9. Review and Updates**

This policy will be reviewed annually to ensure it remains competitive and aligned with the company's goals and objectives. Any updates or changes to the policy will be communicated to all employees.

### **Sources:**

- *U.S. Department of Labor: [www.dol.gov](http://www.dol.gov)*
- *Society for Human Resource Management: [www.shrm.org](http://www.shrm.org)*