

# Performance bonus

## Information sheet

### **Definition**

A performance bonus is a one-off direct recognition of exceptional performance. The value of a performance bonus may not exceed 10% of the maximum amount (on an annual basis) of the recipient's function level; see the salary scale in Appendix 2 of the Personnel Ordinance.

### **Principles**

Performances well above and beyond what is usually expected are eligible for recognition in the form of performance bonuses. Examples include:

- Particularly successful project work
- Significant technical or administrative improvement
- A special effort on behalf of the relevant unit
- Efficient problem-solving
- Optimizing process organization
- Developing a product or service

The awarding of a performance bonus may also be used alongside the annual assessment of an employee's performance level within the scope of the salary system.

These principles of salary policy are binding for each performance bonus awarded, irrespective of the source of financing.

### **Eligibility**

As a basic principle, a performance bonus can be awarded to all employees, irrespective of their function or where their salary is paid from.

### **Team performance**

Unusual problems and tasks are often allocated to teams rather than individual employees on account of their complexity. An outstanding team result should be rewarded as a group performance, and a performance bonus may be awarded to each member of the team.

### **Communication**

As the reward is a form of recognition, the way in which the news is communicated is particularly important. Personal thanks mentioning the proposed payment really helps to keep employees motivated.

### **Resources**

The costs assigned to individual budget units are used to finance the performance bonuses. The resources are valid for the current calendar year and may not be carried over.

### **Processing**

Applications for performance bonuses must be submitted, with reasons, via the **ETHIS** → Portal. The management of the department or division determines, on an individual basis, the process organization and communication for the division with the help of the relevant HR Partner.

### **Deadline**

Applications for performance bonuses can be submitted at any time during the calendar year. The payment can be made during any chosen month, in each case taking into account the last possible date on which data relevant to the salary can be amended.

### **Transfer**

The performance bonus is a financial reward and as such is subject to social insurance contributions and taxation. It is transferred to the employees' personal salary account and is listed on the payslip accordingly.