

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

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MEMORANDUM
NUMBER 1-4

28 April 2012

EMPLOYEE LIFE SCIENCES ACT BONUS PROGRAM

1. PURPOSE

The Life Science Act, S. C. Code Section 59-101-610, provides that, in addition to the bonus program authorized by the state pay plan, a public institution of higher learning may spend non-state appropriated sources of revenue to provide lump-sum bonuses to employees pursuant to a plan approved by its governing board. The purpose of this Memorandum is to announce the Life Sciences Act bonus plan adopted by the Board of Visitors for the award of lump-sum bonuses.

2. REFERENCE

South Carolina Code Section 59-101-610

3. POLICY

- A. General: Employees may be recognized for their individual performance-related accomplishments and contributions to The Citadel through the Life Sciences Act bonus program. Eligible employees may receive a financial payment, separate from their base salary, pursuant to the guidelines stated below.
- B. Criteria: Bonuses may be awarded to recognize the outstanding accomplishments and contributions of employees at the Citadel.
- C. Eligibility:
 - 1) All employees in full time equivalent positions, including probationary employees, are eligible to receive bonuses.
 - 2) Temporary employees are not eligible to receive a bonus.
 - 3) The President of the College is not eligible to receive a bonus.
- D. Amount/Frequency of Bonuses and Source of Funds:
 - 1) Bonus payments may not be made using state-appropriated funds.
 - 2) Bonuses may be given more than once in a given fiscal year.

- 3) Bonuses of \$15,000 or more must be approved by the President.

E. Approval Authority:

All bonuses must be approved by the Executive Vice President for Finance, Administration, and Operations in consultation with the Human Resources Director. The President is the final authority responsible for approving employee incentive pay. The Board of Visitors will be informed by the administration of any bonuses awarded as a result of this policy.

4. COMPLIANCE

Failure to comply with this policy will result in appropriate disciplinary action.

5. NOTES

A. Dates of official enactment and amendments:

Approved by the Board of Visitors on

B. Responsible Department:

Finance, Administration, and Operations

C. Responsible Official:

Executive Vice President for Finance, Administration, and Operations

6. RESCISSION

Memorandum 1-4, dated 5 December 2009

FOR THE BOARD OF VISITORS:

OFFICIAL



DOUGLAS A. SNYDER
Colonel, UMSC
Chair, Board of Visitors