



BROWN

To: Brown Staff & Faculty  
From: Roberta L. Gordon, Assistant Vice-President for Human Resources  
Date: October 23, 2007  
Re: **Staff Bonuses and Excellence Awards for FY '07 Accomplishments**

#### **Overview**

I am pleased to announce that the President has once again authorized an \$800,000 bonus pool to recognize and reward staff members whose extraordinary efforts contributed to Brown in significant and meaningful ways during the past year. I am also pleased to announce that our Excellence Award Program will be offered again this year. This memorandum outlines the criteria for eligibility and provides details regarding the nomination and selection procedures to ensure that the bonuses and Excellence Awards are awarded fairly and equitably. Please note that bonuses and Excellence Awards are one-time awards and will not affect an individual's base salary.

#### **Bonus Program and Excellence Awards Overview**

#### **Eligibility**

All staff employees who are on the regular payroll are eligible for both award programs, except members of the President's Executive Committee and individuals in positions grade 14 or above. Employees hired after April 1<sup>st</sup> are generally not eligible for a bonus.

#### **Criteria for Selection:**

Staff/team accomplishment(s) should meet one or more of the following general criteria:

- Accomplished unique and non-recurring endeavors requiring significant effort well beyond the designated scope of an employee's position
- Performed exceptionally during the past year in a management, service or support role
- Developed or implemented a new or improved service or program
- Completed a significant project or a project milestone

#### **Categories for Excellence Awards**

Citizenship: *Making a Difference in Our Community*

Diversity: *Cultivating the Value of Diversity in Our Community*

Efficiency: *Using Resources Effectively and Efficiently*

Innovation: *Creating Innovative Solutions*

Managing for Excellence: *Building Relationships and Inspiring Others to Higher Levels of Performance*

Rising Star: *Achieving a Seamless Transition and Making an Immediate Impact*

Service: *Understanding Needs-Delivering Quality Service*