**NOMINATIONS FOR BONUS PAY (UNINCORPATED MERIT HONORARIUM)**

**INSTRUCTIONS**

1. THIS IS A TEMPLATE – PLEASE SAVE AS A NEW FILE FOR EACH INDIVIUDAL NOMIATIONED USING THE FOLLWING NAMING CONVENTION FOR

* LastName of person + “\_” (underscore) FirstName + “\_” (underscore) + “Bonus2024”
* e.g. if the nominated individual is “Logan Jackman” the filename is “Jackman\_Logan\_Bonus2024”

1. Nominators can either be a member of the Leadership Team (LT) or their direct reports (i.e. Senior Management Team).
2. Initial discussions with respective LT members are encouraged prior to engaging downline staff and submitting the nomination form.
3. January 17, 2025, is the deadline for each LT member to submit their Division’s nominations. Each LT member will set additional timelines for their Division to ensure they can signoff and submit by January 17, 2025.

The following pages include criteria/guidance for Bonus Pay consideration and the nomination form.

**Bonus Pay Criteria & Guidance**

Purpose:

* Period of consideration **July 31, 2023 to July 31, 2024**
* To recognize performance/contribution (what was achieved) that exceeds expectations of job function AND while modelling TRIUMF values and behaviors (how things were achieved).
* Not intended to be used to address inequity or market competitiveness. These should be done through formal reviews of the position requirements (not the person).

Approach - Escalating recognition levels based on performance and time in role.

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| --- | --- | --- | --- |
| Recognition Level | Recognition Scope | Criteria Guidance | Other Eligibility/Considerations |
| **Level 1** | Recognition for specific projects or periods of time. | * Delivered/advanced a project(s) to realize significant cost/time/effort savings OR * took on additional, uncompensated responsibilities for short periods OR * Identified and implemented innovation that translated into significant improvements. | Must be in role for at least 5 months by July 31, 2024. |
| **Level 2** | Recognition for consistent performance across multiple initiatives throughout the year. | * Achieved multiple criteria in Level 1 across the year | Must be in role at least 8 months by July 31, 2024. |
| **Level 3** | Recognition for consistent performance throughout the year that well exceeded expectations and significantly contributed to TRIUMF’s priorities. | * Achieved multiple criteria in Level 1 across the year under demanding/unforeseen conditions and that delivered significant cost/time/resource implications for TRIUMF | Must be in role at least 12 months by July 31, 2024. |

**Nomination Form for Bonus Pay**

|  |  |
| --- | --- |
| Name of Nominee |  |
| Title |  |
| Unit |  |
| Time in Role by July 31, 2024 |  |
| Manager’s Name |  |
| Manager’s Rational for Nomination (please write below): | |
| Recognition Level Nominated for | Level 1/2/3 |
| LT Member Name |  |