



Frequently Asked Questions for the April 2015 JMU Bonus

Who is eligible for the bonus?

All eligible full-time classified, wage, and A&P faculty employees are included.

What are the eligibility criteria for the bonus?

For full-time employees to be eligible for the bonus, they must have been employed on or before June 30, 2014 and remain employed (no break in service) through April 16, 2015.

For wage employees to be eligible for the bonus, they must have worked 650 hours between March 1, 2014 and February 28, 2015 and remain employed (no break in service) through April 1, 2015.

University holidays and authorized closings are not considered a break in service.

How much is the bonus?

For full-time classified and A&P faculty, the bonus is **3.5%** of an employee's annual base pay rate that is in effect on March 25, 2015.

For wage employees, the bonus is **3.5%** based on gross earnings for hours worked from March 1, 2014 to February 28, 2015.

Will employee performance ratings affect eligibility for the bonus?

Yes. Eligible full-time classified employees must have received a performance rating of contributor or higher during the last annual performance cycle. A&P Faculty and wage employees must also meet performance standards required by their department to receive the bonus.

When will the bonus be paid out?

The bonus will be reflected in the pay advice dated April 16, 2015.

Are employees separating or retiring on or before April 16, 2015 eligible for the bonus?

No. Employees must remain employed on April 16, 2015 in order to be eligible to receive the bonus.

If someone is hired as a wage employee on or before June 30, 2014, becomes a classified employee after June 30 and remains employed through April 16, 2015 is he/she eligible to receive the bonus?

Yes. However, the amount of the bonus will be calculated on gross earnings for hours worked as a wage employee.

If a full-time classified or A&P faculty employee separates from the university after June 30, 2014 and is reemployed by JMU before April 16, 2015, is he or she eligible for the bonus?

No. A break in service between June 30, 2014 and April 16, 2015 disqualifies the employee for the bonus payment.

Is temporary pay included in the bonus calculation?

No.

Is overtime pay included in the bonus calculation?

No.

How is base pay affected by the bonus?

There will be no change in base pay as a result of this one-time bonus payment.

Will the bonus affect an employee's overtime pay rate?

No. The bonus payment is considered discretionary, and JMU is not required to count bonuses as part of regular hourly rates when computing overtime payments to employees who are covered (non-exempt) by the Fair Labor Standards Act (FLSA).

Are employees who were on leave June 30, 2014 eligible for the bonus?

Being on paid or unpaid leave, other than VSDP Long-Term Disability Non-Working on June 30, 2014 does not disqualify classified employees from receiving the April 16, 2015 bonus payment.

If an employee was hired on or before June 30, 2014 and is currently on Leave-Without-Pay (LWOP) status, is he or she eligible for the bonus?

Yes. The bonus will be provided after the employee returns from LWOP.

Who can I call if I have additional questions regarding the 3.5% bonus?

Please contact your [HR Consultant](#) in Human Resources or by calling Samantha Day at 540-568-7247.