

BONUS POLICY

The University of North Carolina at Greensboro

Approved by Board of Trustees, XX XX, 2025

1. Purpose

This policy outlines the parameters for eligibility and approval for awarding bonuses to employees of The University of North Carolina Greensboro (“UNC Greensboro” or the “University”).

2. Scope

This policy applies to UNC Greensboro employees who are eligible under UNC Greensboro’s Non-Salary and Deferred Compensation Policy, consistent with any applicable rules promulgated by the Board of Governors, UNC Greensboro, and the State of North Carolina, including the Office of State Budget and Management (“OSBM”) and the Office of State Human Resources (“OSHR”) as currently adopted, and as may be revised from time to time. This policy does not apply to temporary employees, employees who are not benefits eligible, or the Chancellor, Director of Intercollegiate Athletics (“Athletic Director”), or head coaches. The Athletic Director and head coaches are subject to UNC Policy 1100.3 and its guidelines.

3. Definitions

3.1 “Performance Bonus” means discretionary compensation that may be granted by the University to recognize merit and reward exceptional employee performance and effectiveness that exceeds a position’s expectations.

3.2 “Retention Bonus” means discretionary compensation that may be granted by the University when an employee would likely leave the University in the absence of a retention incentive, and must be based on at least one of the following circumstances:

- To retain a group of employees in a specific job classification when UNC Greensboro has offered a Sign-On Bonus as a recruitment incentive for that same job classification;
- To retain an individual employee when UNC Greensboro has offered a Sign-On Bonus as a recruitment incentive to individuals in a similar, critical position;
- To retain a team of employees assigned to a special initiative where their combined special skills and understanding of the initiative are critical to its successful completion; or
- To retain a critical individual employee when they are likely to leave UNC Greensboro to work for another university or employer.

- 3.3 **“Sign-On Bonus”** means discretionary compensation that may be granted by the University to serve as a recruitment incentive to aid in employing individuals for critical positions that have labor market shortages which affect the business needs of the University and impair the delivery of essential services. A Sign-On Bonus must be determined based on labor market data and pay factors, including funding availability, and be based on specific, demonstrated recruitment needs for a specific job classification and/or for an individual position.

4. Policy

- 4.1 In order to recruit and retain employees of the highest possible quality, UNC Greensboro may award bonuses, consistent with any applicable rules promulgated by the Board of Governors, UNC Greensboro, and State of North Carolina, including the OSBM and the OSHR, as currently adopted, and as may be revised from time to time.

4.1.1 The UNC Greensboro Board of Trustees delegates its approval authority to award bonuses to the Chancellor, consistent with applicable rules promulgated by the Board of Governors and the UNC System office.

4.1.2 Bonuses are to be awarded in accordance with the University’s Award and Approval Procedures, which may be amended from time to time, to include additional bonus types in order to efficiently meet the University’s recruitment and retention needs, such as, but not limited to a referral program.

4.1.3 Bonuses are to be awarded within the University’s sole discretion; there is no entitlement to a bonus.

4.1.4 Employee may receive either a Sign-On Bonus or a Retention Bonus, but not both, within any 24-month period. Performance Bonuses are awarded independently of Sign-On and Retention Bonuses.

4.2 Bonus Funding Sources

Bonuses may be funded from any source, including state or non-state appropriations, so long as the funding source permits expenditures for the purpose of the bonus. The use of state funds must be permissible under the policies of the OSBM. All bonuses are subject to funding availability, and there are no guarantees that funds will be available for bonuses in any given fiscal year.

4.3 Performance Bonuses

Employees may receive Performance Bonuses, where the amount is tied to specific criteria and quantitative and qualitative goals documented in an annual performance plan. These goals must align with the strategic plans of both the University and the applicable school/division, and include at least one of the following specific, demonstrated performance achievements:

- 4.3.1 **Contribution** - The employee must have made substantial contributions to the fulfillment of goals, mission and objectives of the University as documented in the employee's performance appraisal. Contributions must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.
- 4.3.2 **Collaboration/Creativity** - The employee must have identified and implemented creative and innovative ideas or solutions that increase efficiency or effective use of University resources, the effects of which must be apparent at the school/division or University level and must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.
- 4.3.3 **Commitment** - The employee must have delivered outstanding results in the areas of teaching, research, and/or service and demonstrated an exemplary work ethic to meet departmental, school/division, or University goals, the results of which must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.
- 4.3.4 **Athletics Performance Goals** - Members of a team's coaching staff in the Department of Intercollegiate Athletics (other than those included in executed contracts covered by UNC Policy 1100.3) for reasons including, but not limited to, reaching athletics performance goals, such as post-season playoffs or student-athlete academic achievement levels.

4.4 **Required Repayment Agreement and Recoupment for Sign-On and Retention Bonuses**

Bonuses are not mandatory, and it is not a condition of employment for an individual to accept a bonus. Before an employee may receive a Sign-On or Retention Bonus, the employee must sign an agreement under which the employee agrees to repay the bonus, in whole or part, if the employee transfers to another state agency or university or if employment with UNC Greensboro terminates, either voluntarily or involuntarily, before the completion of a period of 18 months of consecutive service, following the award of a bonus.

5. **Compliance and Enforcement**

The Chancellor is responsible for enforcing this policy.

Any violation of this policy by a UNC Greensboro employee may be subject to disciplinary action, up to and including separation of employment, in accordance with the disciplinary policies relevant to the employee's classification of employment. If violation of this policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

6. Additional Information

6.1 Approval Authority

Board of Trustees

6.2 Supporting Documents

- Non-Salary and Deferred Compensation Policy
- Non-Salary and Bonus Policy Procedures
- SAAO and EPS Bonus Form
- Employee Sign-On and Retention Bonus Employee Agreement to Repay Form

6.3 Related Policies and Resources

- UNC Policy Manual, [Policy on Non-Salary and Deferred Compensation](#)
- UNC Policy Manual, 300.2.14.1[R] [Regulation for Deferred Compensation for Senior Academic and Administrative Officers Other than Chancellors or the President](#)
- [Moving and Relocation Expense Allowances and Reimbursements Policy](#)
- [Sign-On and Retention Bonus Policy, State Human Resources Manual, pg. 138, Eff. October 17, 2024](#)
- UNC Policy Manual, [300.2.14.2\[R\], Regulation on Delegated Authorities Regarding Non-Base Salary Compensation for University Employees Exempt from the NC Human Resources Act](#)
- UNC Policy Manual, [300.2.21\[R\], Regulation on Campus Law Enforcement Officers Exempt from the Provisions of the State Human Resources Act](#)
- UNC Policy Manual, [1100.3, Head Coaches and Athletic Directors' Contracts](#)

6.4 Contacts for Additional Information and Reporting

- Associate Vice Chancellor for Human Resources/ Chief Human Resources Officer
- Human Resources Department