**MHCA Staff Bonus Plan**

**Purpose**

To compensate staff for going above and beyond and create incentives to reduce costs.

**Bonus Payout**

1. If there is a net gain in a fiscal year, MHCA will consider offering bonuses to employees. It will be based on the year-end net revenue for the association and paid in the first February payroll.

2. With an understanding that staff not only works to increase revenue, they also strive to be cost effective which impacts the association’s net revenue.

3. Should the Executive Director identify some large line item savings that were circumstantial and not affected by staff, that savings will not be included in the bonus calculations (e.g. staff shortage).

4. The association’s net gain will be split with the association retaining one half of it and the staff splitting the other half.

5. The staff portion will be split among staff, as follows: MHCA Executive Committee will determine the Executive Director’s portion and the remaining staff portion will be determined by the Executive Director, based on the following eligibility guidelines.

**Bonus Eligibility**

1. A staff member must be in active employment status (non-terminated, full or part-time) at the time the bonus is awarded or "must be employed at the time of payout."

2. A staff member should have received no disciplinary actions in the past six months, including verbal warnings.

3. Consideration for a bonus will be given to exempt employees who showed extraordinary effort to meet quality and quantity requirements while meeting the essential requirements and performance standards of the regular job.

4. Specific standards that will be taken into consideration include, but are not limited to:

a. Actively producing work 12 months during the year

b. Showed proactive initiative

c. Managed a project from inception to implementation

d. Contributed to teamwork

e. Performance evaluation ratings