

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Bonus Procedural Guidelines		SOP #: HR.011.07
Effective Date	5/31/2018	
Last Revision/Review	5/26/2023, 6/13/2024, 6/12/2025	

1. Purpose

Burrell College of Osteopathic Medicine has established a Compensation Plan Guidelines to address bonus procedures.

2. Related Policy/Authority

Policy B7590 Compensation Guidelines

3. Faculty/Staff Responsibilities

Burrell Leadership Team

4. Definitions/Abbreviations

Staff: Employees who are not hired on a faculty contract, this includes staff with a faculty appointment. For compensation purposes, this group does not include senior academic administrators (with or without a faculty appointment) or executive leadership (CEO, CAO, VPA and CFO).

Faculty: Employees who are hired on a faculty contract, does not include staff with a faculty appointment, senior academic administrators (with or without a faculty appointment), or executive leadership (CEO, CAO, CFO).

Administrative Management: Includes Vice President Inst. Effectiveness/Chief of Staff, Associate Vice Presidents, Assistant Vice Presidents, Chief Information Officer, Controller and Chief Health Affairs Officer.

Senior Academic Administrator: Includes Associate Dean(s) and Campus Dean

Executive Leadership: Includes Chief Executive Officer, Chief Academic Officer, Vice President of Administration, and Chief Financial Officer.

Benefits-eligible: Employees who are employed at a minimum of .50 FTE.

5. Procedural Steps

1. The form of increase due to the annual evaluation process will be a bonus versus a raise.
2. Bonuses will be awarded at a fixed percentage (to be established annually by the College, by employee group) to all benefits-eligible employees; employees evaluated as "does not meet expectations" will not receive a bonus. For employees employed on a Senior Academic Administrator contract, the faculty percentage (as determined each year), will be utilized for bonus calculations.
3. The amount of bonus will vary annually, subject to market conditions and budget availability.
4. Employees with less than 90 days service at June 30 will not be eligible for merit pay on July 1.
5. Employee bonus will be prorated based upon hire date during the current year.
6. Employees must be employed with Burrell as of the last date of the applicable fiscal year, to receive a bonus.
7. Bonuses will be calculated on base salary as of June 30 of any given year and will be paid on the payroll immediately following July 1 of that year.

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6. Reports/Charts/Forms/Attachments/Cross References

[Policy B7590](#)

7. Maintenance

Human Resources; to be reviewed every January.

Approved by	6.12.2025
Department Head of Human Resources	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7.15.2020	5	Update bonus information from until meets full accreditation to through 2020		7.15.2020
8.24.2020	2,5, and 6	Update bonus information to reflect a bonus over a raise. Update to reflect policy rather than guidelines.		8.24.2020
1.7.21	5	Updated eligibility requirements to reflect same terms as originally stated in Guidelines		1.8.2021
3.29.22	5	Update eligibility requirements regarding employed dates		3.29.22

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5.26.2023	4 and 5	Clarified definition for positions and S.A.A for bonus calculation purposes.		6.20.2023
6/13/2024	4	Updated Titles		6.26.2024
6/12/2025	4 and 5	Updated employee group definitions and language for varied bonus amounts		6.12.2025