

## Proposal for Revised Policy on Staff Bonuses

Bonuses would be paid out to employees based on the following:

- Employee receives a “meets expectations” or “exceeds expectations” on their annual review
- Organization achieves overall budget goal <sup>1</sup>
- Any employee on a performance improvement plan during the fiscal year would not be eligible

Bonuses would be included in the annual budget as a line item. Bonus allocations would be at management’s discretion (i.e. amount of cash bonus versus amount of discretionary contribution to 401K, etc).

Employees must be active employees at MANNA FoodBank at the end of the fiscal year and at the time bonuses are paid to receive a bonus.

Effective Date of this new policy would be for FY17-18.

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1. Amount of bonuses to be paid would be adjusted by an amount equal to the shortfall in the operating budget if such a shortfall were to occur. For example: the budgeted line item amount for bonuses is \$75,000; at the end of the year the organization had a budget deficit of \$15,000; therefore the amount available for bonuses would be reduced to \$60,000.

## Proposed Revision to Bonus Policy for FY 16-17

Based on the following performance measures, management is requesting the Board approve an amount not to exceed \$45,000 to be used to pay bonuses to staff for the period ending June 30, 2017. The average amount paid would be \$750 per employee (grossed up), allocated evenly across all employees.

- Contributions & grants exceeded budget by \$192,762 or 6%
- Special events exceeded budget by \$79,995 or 36%
- Earned Income exceeded budget by \$49,464 or 36%
- Expenses were under budget by <\$8,897>

Unrestricted Cash reserves at 6/30/17 were \$1,708,042 or 83% of 6 month goal.