



All around appreciation



Cause for celebration



Extraordinary effort

Student & Campus Life at Cornell University

An "Extraordinary Effort" bonus is a one-time payment given to an individual that has achieved a substantial result, likely in the categories listed below. Bonuses are given after the completion of work and where the amount, the requirements, or the timing are not pre-planned or disclosed in advance. It should be spontaneous. Extraordinary Effort bonuses are also not appropriate to address a consistent level of high performance of routine job tasks. Those efforts should instead be addressed via SIP.

## Extraordinary Effort Bonus Request

Employee Name: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_

Please select the following criteria and describe the effort and impact below

- High impact project completion - significant initiative or individual effort that results in a positive impact supporting a project, program or organization goal. Typical range (\$1,000 – \$2,500)
- Exceptional service - extraordinary customer /student service or assistance that was unplanned and was far beyond what is normally expected or required of the job. Typical range (\$500 - \$1,000)
- Major Innovation - event or activity which generated a novel, creative, or valuable idea used to develop new or improved processes, methods, systems, or services that improved or made Cornell University a better place to work. Demonstrated extraordinary initiative in successfully formulating and implementing new products, protocols, enhancing customer satisfaction, and/or providing innovation and cost-savings to operational methods. Typical range (\$1,000 - \$5,000)
- Outstanding performance with an unexpected assignment - efforts exhibited beyond existing job expectations during times of critical department need to acknowledge extraordinary accomplishment or individual effort. Typical range (\$1,000 - \$2,500)

Specifically, the above named employee has earned an **Extraordinary Effort** bonus as a result of the following specific actions and outcomes:

---



---



---



---



---

---

---

---

Bonus Amount Requested \_\$ \_\_\_\_\_

Acct # \_\_\_\_\_ please use object code 6430-800 for all ACE bonuses

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed requests should be forwarded to your HR representative. Prior to notifying the employee, please connect with HR on possible pay dates and notification options. Bonus amounts for hourly staff may be subject to overtime and result in an amount higher than planned. Performance bonuses are not permissible for staff covered by UAW Local 2300 Collective Bargaining Agreement.**