

## **STAFF BONUS POLICY**

### **Bonus Pool**

At the end of each fiscal year, Blessed Perfect Academy will review its financial performance for the year and set aside a pool of funds to be used for distributing staff bonuses. The amount of the bonus pool will vary from year to year depending upon the profitability of the Blessed Perfect Academy and, at the discretion of the Blessed Perfect Academy, there may be no bonus pool if circumstances do not warrant.

### **Eligibility**

All full-time employed staff members of Blessed Perfect Academy (excluding lawyers and securities) who have at least one (1) full year of continuous employment with Blessed Perfect Academy are eligible for consideration for a bonus. A staff member who is not employed by Blessed Perfect Academy at the time the bonus pool is established will not be eligible for a bonus.

### **Award Categories**

Three "performance" bonuses, in amounts established by the Blessed Perfect Academy, will be awarded to the three eligible staff members demonstrating, in the Blessed Perfect Academy's view, the best overall performance for the year. The balance of the bonus pool will be distributed equally to all remaining eligible staff members.

### **Qualifications**

For the purposes of determining the three staff members demonstrating the best overall performance for the year, the following factors will be considered, with an emphasis on those qualities which contribute to Blessed Perfect Academy as a whole:

Attitude  
Teamwork  
Leadership  
Loyalty  
Productivity  
Self-Motivation  
Skills (speed, accuracy, organization)  
Professionalism  
Interpersonal Skills  
Self-Improvement over previous year

This policy was adopted by the School Management on

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This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed \_\_\_\_\_  
School Management

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Educator Representative

Date: \_\_\_\_\_