

Bonus Off-Scale – may be awarded at one-half step increments

1. to reward achievements in lieu of a merit (step) increase or
2. to reward achievements in excess of that which is required for a normal merit increase, but less than what is needed for a step acceleration.

Points to Remember:

- Bonus Off-Scale awards are paid over a single review period and will occur monthly for that review period.
- If an individual receives an off-cycle accelerated advancement during the bonus award period, the bonus will end immediately prior to the effective date of the accelerated advancement. Should the individual not be advanced at the next review period, the bonus will be reduced at the time of annual salary range adjustments and/or future advancements, so that there is no reduction in salary.