

## **208 Language Bonus, Support Staff**

### **Revised: March 2004**

If an employee has, in addition to English, a language facility which is a normal part of the job requirement and such facility is regularly used, a bonus in the amount of twelve (12) dollars per additional language per week will be paid. The determination of such payment will be at the sole discretion of the University.

The Manager, Total Compensation, will activate the necessary documentation in such cases and this will be shown as a separate appointment. The employing department should confirm in writing to the staff member so affected, the amount of the bonus. The notification should also signify to the staff member that the bonus will be in effect only for the period of time for which the additional language(s) is/are required. A memorandum should be forwarded to the Manager, Total Compensation, upon cessation of the bonus requirement.

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