

Policy & Procedure

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Owner: Human Resources	Authorized by: Policy Management Committee
Certification Bonus	

APPLICATION

All employees of Samaritan Health Services (SHS) and affiliated organizations.

POLICY

To encourage employees to take advantage of development opportunities that will increase their professional knowledge and enhance their effectiveness, SHS will pay a one-time cash bonus of \$500 for successful completion of a nationally recognized certification relevant to the department. This opportunity is only available for a certification that is not listed as a basic job requirement for the employee's position and not eligible for other forms of remuneration, such as certification pay. Employees are eligible to receive a certification bonus one time only.

PROCEDURE

DEFINITIONS:

1. None.

IMPLEMENTATION:

1. The employee initiates the Certification Bonus Application form and forwards to the department manager for pre-approval of the program.
2. The manager will review the request to ensure it meets program guidelines, contacting Human Resources (HR) with any questions. If approved, the manager will sign and return the form to the employee. If not approved, the manager will discuss with the employee.
3. Upon successful completion of the approved certification program, the employee will complete section three (3) of the application form, attaching a copy of the certification, and return to the manager for final approval. Once authorized for payment the manager will submit to HR for processing.
4. HR will submit the bonus to Payroll.

REFERENCES

- None.

REVIEW/REVISION HISTORY

Date of Revision	Revision #	Revision / Review	Revision Description	Collaborated With (i.e. Standardization Committee, VP's, Quality, Risk)
Date Released	0	New		
10/10/2013	0-1	Revision	Archived	
10/10/2013	2	Revision	Minor language changes	Human Resources
10/9/2014		Review		
10/5/2015		Review		
01/24/17		Review		VP Human Resources
2/20/18		Review	Annual Review; Formatting	Human Resources
7/15/19	3	Revision	Annual Review; clarified language one-time bonus and reflected change on form	VP, Human Resources

Section 1 – To be completed by employee:

Name: _____ Employee #: _____

Department: _____ Manager: _____

I request pre-approval for a one-time certification / registration bonus for the following program:

Certification Type: _____

Organization: _____

Employee Signature_____
Date*Section 2 – To be completed by department manager:*

- ☐ Employee is in good standing (no Corrective Actions within the last 12 months)
- ☐ Employee has not already received the Certification
- ☐ Certification is nationally recognized and relevant to the department
- ☐ Certification is NOT a basic job requirement (as noted on the job description)

☐ Approved ☐ Not Approved (reason: _____)_____
Manager Signature_____
Date*Section 3 – To be completed by employee and department manager:*

I have successfully completed the Certification program as outlined above and hereby request that I receive a one-time bonus payment of \$500. I understand that this bonus amount will be taxed in accordance with IRS requirements.

☐ Copy of Certification Attached_____
Employee Signature_____
Date_____
Manager Signature_____
Date*Section 4 – To be completed by Human Resources:*☐ Verified if employee has received a past certification bonus

Date Received in HR: _____ Processed by/date: _____