



EMPLOYEE BONUS POLICY

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Written By:	NWCCOG Chair and Executive Director		

There are two categories of bonuses at NWCCOG which may be awarded to program teams or employees, each requiring different levels of approval:

- Structured Bonuses within a Program:** Exist within a pre-determined structure for the collective performance of a team working on a specific scope or project that meets certain thresholds for performance success and are defined annually or periodically by formulas agreed to between the Executive Director and the Program Director and are subject to funds available. Such bonus structures require a written plan that includes the structure and formula.

For example, the Energy Program cost-sharing program for some fee-for-service sub-programs shares 50% of annually calculated “profits” among Energy Program employees and invests the other 50% of annually calculated “profits” into a “Pay it Forward” fund. After Program Director and Fiscal Manager calculate bonuses based on the formula each year from remaining funds, the Executive Director must annually approve disbursement of those funds. Executive Director must also approve uses and specific requests to utilize “Pay it Forward” funds.

- NWCCOG Employee Bonuses:** defined as any payment made to an employee in excess of their annual wages or for additional work above-and-beyond their job description (or reasonably expected scope of work). -All employee bonuses must be approved by the employee’s Program Director and NWCCOG Executive Director
 - Performance:** work performed by a salaried employee that exceeds average work expectations or normal work hours that is deemed “above and beyond,” is of exceptional value, and/or creates cost savings or significant improvements to the program or the NWCCOG organization. For an hourly employee in exceptional circumstances who is not already compensated for that work by overtime may be rewarded with a performance bonus.
 - COLA or Merit: paid** to an employee when an increase is deemed appropriate on a one-time basis without increasing annual wages. May be utilized for an employee who is at top of the wage range or when a program can afford wages in a certain year, but not on an ongoing basis.

Executive Director: An annual or performance bonus may be awarded to the Executive Director. Such bonuses must be approved by the NWCCOG Chair in consultation with the Executive Officers, Executive Committee, and/or NWCCOG Council.

Additional Compensation for Services Rendered: when there is a mutual agreement between an employee and a supervisor and said employee engages in “side” work such as help with office improvements, cleaning, or projects with other programs outside of their job description, the employee will be compensated separately from their annual wages. Such services must be voluntary and may not pay less than the calculated hourly rate for that employee. The scope of work for such services and terms of the agreement must be pre-approved by the employee, their supervisor, and the Executive Director and are subject to funds being budgeted and available.