

Bluegrass Community and Technical College  
Nonrecurring Merit Bonus (NMB) Review Process

1. BCTC will follow all KCTCS guidelines for completing the Performance Planning and Evaluation (PPE) prior to the NMB review process deadline. PPE documents should be forwarded to the college's human resources department by this date.
2. BCTC supervisors must rank all employees within one of the five rating categories listed on the PPE. The overall rating category should be based on how well the employee performed in each of the applicable areas of the PPE. The employee's performance is documented by completion of the outcomes section of the PPE.
3. All regular, full-time staff will be eligible for the NMB. In order to be considered for the NMB, an employee must receive a final rating of *Consistently Exceeded Expectations of Job Requirements (EE)* during the evaluation period. The supervisor and reviewer may recommend the employee for consideration of the NMB through the college's approved local review process.
4. All employees interested in being considered for the NMB must meet with their supervisor during the PPE planning period and complete the BCTC Staff Merit Bonus Planning Form. The planning form must be signed by the employee, supervisor, and reviewer before being sent forward to the college's NMB Review Committee for final approval. At the end of the evaluation period, any employee who receives a final rating of EE and received an acceptance of the BCTC Staff Merit Bonus Planning Form must also submit a BCTC Staff Merit Bonus Outcomes Form to the NMB Review Committee. The NMB Review Committee will recommend to the college president all employees who it believes met the criteria to receive the NMB.
5. Below is a partial list of examples which may qualify an employee to be considered for the NMB. The list is not exhaustive and is only designed to give individuals an idea of activities which may be considered merit-worthy.
  - Complete an advanced college degree or certification during the evaluation period; the degree or certification should serve to enhance one's job performance.
  - Serve on and/or chair a KCTCS committee, high level college committee, staff council, one of the various boards, etc.
  - Develop and implement a process or procedure that results in significant cost effectiveness or improved efficiency.
  - Write and receive a significant grant.
  - Complete a special project that contributes to the KCTCS or BCTC Strategic Plan.
  - Receive a significant award or recognition. It is recognized that receipt of awards, special recognition, or special projects may not be anticipated

during the PPE planning period; thus, one extended date to submit the BCTC Staff Merit Bonus Planning Form will be offered. See submission deadlines of the planning form outlined below:

September 15<sup>th</sup>

October 30<sup>th</sup>

- Complete BCTC Staff Merit Bonus Outcomes Form, which is always required.
    - After October 30<sup>th</sup>, if the BCTC Staff Merit Bonus Planning Form was not submitted, a one page explanatory letter must accompany the outcomes form to explain what significant accomplishments have been completed.
6. Membership of NMB Review Committee
- 9 members comprised of staff representing all of the functional units of the college, and should include NMB recipients from previous years.
  - Members will be appointed by the President of BCTC.
  - Members will serve two-year staggered terms.



*Continued from page 1 (if needed)*

***By signing this document you acknowledge that you have reviewed the above 2009-10 nonrecurring merit bonus significant accomplishment goals and understand that the employee's performance will be evaluated relative to these significant accomplishments in making a determination regarding a merit bonus award.***

\_\_\_\_\_  
Employee Signature,      Date

\_\_\_\_\_  
Supervisor Signature,      Date

\_\_\_\_\_  
Reviewer Signature,      Date

\_\_\_\_\_  
Chair, NMB Committee,      Date

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***When the annual performance evaluation is completed, the completed "BCTC Staff Merit Bonus Outcomes Form" should be attached to this form to document related outcomes.***

**2009/10**  
**BCTC Staff Merit Bonus Outcomes Form**

(To be completed during annual evaluation and attached to the Nonrecurring Merit Bonus Significant Accomplishment Planning Form)

\_\_\_\_\_  
Employee Full Name (print)

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Department

*Please check all that apply. Note: At least one must be checked.*

Position Responsibilities

Internal Service

External Service

Professional Development

Leadership

<b>Related to KCTCS or BCTC Strategic Goal Number(s)</b>	
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*Please describe the outcome of your Significant Accomplishment(s)*

\_\_\_\_\_  
Employee Signature,     Date

\_\_\_\_\_  
Supervisor Signature,     Date

\_\_\_\_\_  
Reviewer Signature,     Date

\_\_\_\_\_  
Chair, NMB Committee,     Date