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| C:\Users\cobb1\Documents\Images\UChicago logo1.jpg | **Effective 07/2010**Page 1 of 2Questions about this form? Contact HR, Office of Labor Relations: Phone: 773-702-4040 |

BONUS REQUEST FORM - LOCAL 743 EMPLOYEES

# TO BE USED ONLY FOR - Supervisors requesting a special bonus payment for a current Local 743, I.B.T. employee

 **Employee ID**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Department #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Job Code:** \_\_\_\_\_\_\_\_\_\_\_\_ **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **HR/Wk:** \_\_\_\_\_\_\_\_

 **Bonus Amount:** $ \_\_\_\_\_\_\_\_\_\_ **Account #** **ErnType** **Acct. Amt.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BPY** $ \_\_\_\_\_\_\_\_

Select one or more of the following:

**Exceptional Achievement** (acknowledgement of a major innovation that resulted in increased productivity and/or quality of the unit).

**Explain the circumstance:**

**Exceptional Service** (acknowledgement of extraordinary circumstances that call for contributions that far exceed expectations).

**Explain the circumstance:**

**Special Project(s)** (acknowledgement of those requested to work on projects significantly and demonstrably different from their regularly-assigned duties).

**Explain the circumstance:**

**Budget Savings** (acknowledgement of productivity improvement or an innovation that resulted in budget savings beyond the employee’s regular job assignment).

**Explain the circumstance**

**ALL FIELDS REQUIRED**

 Department Contact Phone Employee Date

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 Dean/Administrator Date Supervisor Date

 HR Approval Date

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| INSTRUCTIONS: | Throughout the term of this agreement between The University of Chicago and Local 743, I. B.T. this form will be used to request bonus payments for union employees. Employees may be eligible for payments for exceptional achievements at the discretion of the University. Employees must be non-probationary and not be on a recorded disciplinary track. |
| ROUTING: | Bonus Request Form should be routed to Human Resources, Office of Labor Relations for approval. Forms will be processed and payments will be included in the next biweekly payroll. |