Employees Annual Performance Bonus

To recognise employees' contributions and development over the past year, the business operates an Annual Performance Bonus, which is a type of compensation given at the end of each fiscal year. Bonuses are paid out as a cash lump sum and are based on 'individual' performance. The primary purpose of this individual performance bonus is to motivate employees to continue performing well and to reward them for their effort.

iTech uses bonuses to make its job(s) more attractive to employees and to retain good workers. Employees are rewarded for meeting or exceeding personal goals, for helping the company meet its financial goals and sales targets, or for demonstrating good conduct, good timekeeping, and preventing absenteeism. Bonuses are typically paid out each July, but the company may choose to only award them after a more successful year(s). This decision is linked to Human Resources (HR) and how well an employee performs, so bonuses are discretionary, which means they are not a contractual right nor are they guaranteed.

Bonuses can be calculated by multiplying an employee's Gross salary by the percentage entitled, so that an employee's basic salary plus any overtime is considered. Part-time or fixed-term contract employees will not be treated less favourably than full-time employees. Still, to qualify for a bonus payment, the individual must 'presently' be employed by the company at the time any award is granted.

If a bonus has not been paid, the employee should raise it informally first by talking to Human Resources either in person or by phone, or by letter or email. This can help resolve issues quickly if a mistake has been made. If the problem cannot be resolved informally, the employee can raise a grievance where the Chief Officer's decision will be final and binding on the matter.

Sometimes the company might need to amend the bonus scheme terms or remove it. Should we wish to do this, we will communicate the changes clearly to employees by providing 90 days' notice before changing or removing the bonus scheme.

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