

## Transit Operator Bonus Plan

EFFECTIVE 7/1/2019

### Operator Driving Bonus Program - Policy / Procedure

- Only bus operators may participate in the Operator Driving Bonus Plan (eligible positions are Op. I, Op. II, Op. III, Access II, Access III).
- All bus operators may begin participating in the bonus plan once they have completed training and been transferred from the Training group (8012) to the active Operations group (8010) in the HR/payroll system.
- Bonuses are paid out semi-annually based on the number of hours worked in each of the following six month periods:
  - 7/1 – 12/31 – bonus paid out with the first paycheck in the following February
  - 1/1 – 6/30 – bonus paid out with the first paycheck in the following September
- Bonuses are paid according to a new tiered payment structure, effective 7/1/19. Individual hours calculations are rounded up to nearest whole hour.
- Eligible bonus hours are calculated by BT Finance using the payroll system hours worked.
- Hours calculations will include driving hours, safety meetings, training refreshers, etc. Hours must be physically worked. All types of leave hours are excluded from the hours calculation.
- Hours worked in other TOB departments are excluded from this plan.
- Bus operators must remain continuously employed during each six month bonus period through the payout date.
- Bonuses will not be paid to an employee while they are out on an unpaid leave of absence, except Military Leave.
- For breaks in employment, the hours count restarts at the most recent hire date.
- If a bus operator changes positions during a six month period, the bonus calculation is based on the position the bus operator started in at the beginning of the six month period.
- Bonus payments are processed by BT Finance.
- Bonuses cannot be paid out in supplemental checks as the bonus amounts do not meet the Town's minimum requirement for supplemental checks.
- A bus operator may decline a bonus if a signed written request is provided in advance of bonus processing.

### Operator Hiring Bonus Program - Policy / Procedure

- All bus operators hired after 7/1/19 may participate in the Operator Hiring Bonus as long as it remains in effect Plan (eligible positions are Op. I, Op. II, Op. III, Access II, and Access III).
- Operators rehired with less than a 1 year break in service are not eligible for the bonus.
- Existing employees receiving a transfer or promotion to a new operator position are not eligible for the program.
- BT Finance will track each eligible new hire operator's progress as they complete training and achieve proficiency during their first year of service.

- BT Training will provide notification to BT Finance as each new hire operator completes training and proficiency.
- Hiring bonus payments will be processed by BT Finance.
- To receive each of the two tiers of hiring bonuses, operators must:
  - Tier 1 Bonus – be hired, complete training and be transferred from the Training group (8012) to the active Operations group (8010).
  - Tier 2 Bonus – successfully complete proficiency.
- The Hiring Bonus Plan Tier 2 proficiency bonus and the standard proficiency bonus will be combined and processed in one payment.
- Bonuses cannot be paid out in supplemental checks as the bonus amounts do not meet the Town's minimum requirement for supplemental checks.