

CHART 2

		Included in Regular Rate? (Yes/No)		
		Non-Discretionary	Discretionary	
Program	Bonus Type	(Payment is Planned, Linked to Job Performance, Employee Can Expect Payment if Conditions are Met)	(Management Decides Whether to Pay and How Much to Pay Near the Time When the Payment is Made)	
Employee Recognition				
Formal	Employee Service Awards	NO (Gift)	NO (Gift)	
	Employee Suggestion Program	YES	NO	
	Volunteering for Combined Virginia Campaign	YES	NO	
	Va. Public Service Week Activities	YES	N/A	
	Employee of the Year	YES	NO	
	Planned	Employee of the Month	YES	N/A
		Attendance	YES	N/A
		Safety	YES	N/A
		Customer Service	YES	N/A
		Productivity	YES	N/A
Honoring Separating Employees		YES	N/A	
Immediate	Outstanding Achievements	YES	N/A	
	Teamwork	YES	NO	
	Special Project	YES	NO	
	New or Modified Business Practice	YES	NO	
	Exemplary Effort	YES	NO	
	Employee Appreciation	YES	NO	
Service Awards	Non-Monetary Awards	NO (Gift)	NO (Gift)	
Suggestion Program	Percentage of Savings	NO	N/A	
	1-5 Days Leave	NO	N/A	
In-Band Bonuses	Change in Duties	YES	NO	
	Application of Education, Certification, Licensure	YES	NO	
	Retention	YES	NO	
	Internal Alignment	YES	NO	
Exceptional Incentive Options	Sign-on	YES	N/A	
	Retention	YES	N/A	
	Project-Based Incentives	YES	N/A	
	Referral of New Employee	YES	N/A	