



Annual Employee Bonus Policy

Adopted January 15, 2026

PURPOSE

To assign responsibility and authorize the Executive Committee to allocate funds for annual employee bonuses. To authorize the Executive Director to award employee bonuses.

POLICY

It is the policy of the Foundation to award appropriate, generous and meaningful annual bonuses to deserving employees.

RATIONALE

Bonuses are an important means of showing appreciation and recognition for past efforts and achievements. Looking forward, annual bonuses can strengthen employee loyalty and bonds to the Foundation and can help retain a stable team of experienced professionals.

PROCESS

Annually:

- During the first ten days of December, the Executive Committee is to determine the availability of funds for employee bonuses. Based on availability of funds, previous years' bonuses, growth and achievements of the Foundation, and performance of employees (individually and collectively) the Executive Committee is to:
- Determine the annual bonus for the Executive Director
- Recommend bonus amounts for other employees
- Authorize the Executive Director to award bonuses to other employees up to the recommended amounts, and
- Notify the Executive Director (typically with an email by the Board Chair)
- Immediately upon written notification, the Executive Director is authorized to collect their annual bonus up to the amount determined by the Executive Committee and to award annual bonuses to other employees up to the amounts recommended by the Executive Committee.
- AT THE DECEMBER BOARD MEETING, in executive session, the Executive Director is to inform the Board of the amounts awarded to other employees.

Revision history:
Adopted January 15, 2026