



## Employee Bonus Policy

### 1. Purpose

Our employee bonus policy explains how the Robert Frost Public Charter School (hereinafter called the "School"), may distribute discretionary bonuses to employees whenever possible to reward employee's contributions to the School.

### 2. Effective Date

The Plan shall be effective as of July 1, 2020.

### 3. Scope

This policy applies to all regular full-time and part-time employees.

### 4. Policy Elements

The School may reward employees for outstanding individual performance, as well as their contributions that help accomplish our School's Educational Mission as outlined in our Charter.

### 5. Bonus Calculation

Bonus amounts are determined at the School's sole discretion as a percent of base annual salary. Bonuses are entirely contingent upon the availability of funding to the School. The School shall not be under any obligation to account to any employee as to why or how such determination of the bonus amount was made. The award of any bonus under this policy are not promised to employees and are completely discretionary to the School. No person shall have any claim to be granted or to receive any bonus and we cannot guarantee anyone will receive them.

## **6. Termination of Employment**

This policy does not create a contract of employment between the School and any employee. This policy does not limit the right of the School to discharge or terminate an employee for any reason, or for no reason.

## **7. Amendment or Termination**

The School reserves the right to amend or terminate the policy at any time without notice. Such amendment or termination may be made at any time during the year, and no such amendment or termination shall entitle any employee to a claim under this policy.

## **8. Declaration.**

I have read, understand, and acknowledge receipt of the Employee Bonus Policy.

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Employee Name

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Employee Signature

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Date

Adopted by the Robert Frost Charter School  
Board of Trustees on May 25, 2021 via email.  
Email vote ratified at 6/16/2021 meeting.