



Progress Inc. - Updated Bonus Requirements

Attention all DSP / SCA employees: Progress was fortunate enough to give bonuses again this year for the 4th year in a row. As you know, this year there was a job duty required to be completed to receive your bonus. That duty was that all staff in a position required to complete communication notes (daily notes) had to have those notes current and complete as of March 31st 2023. Those that did not would forfeit their bonus. Unfortunately, we had 14 staff this year lose over \$12,000 in bonus money for not completing this basic job requirement.

Going forward: If Progress is fortunate enough to be able to pay out future bonuses, there are specific job duties that will be assessed on a quarterly basis to determine the eligibility of your bonus. If you simply do your job then you will always get the full bonus.

At the conclusion of each quarter (beginning 7/1/23), the following 3 reports will be pulled, and they each have weighted values that equate to an amount of your bonus.

- 1. A report showing those with missing notes for that quarter. (40%)**
- 2. A report showing those with late / missing time sheets for that quarter. (30%)**
- 3. A report showing any required training expired greater than 30 days (Relias-refreshers, CPR-1st Aid, Medication Cert.) not completed during that quarter. (30%)**

Example: IF bonuses were going to be \$1500 next year, that means that each quarter is worth \$375 total. So if Sally had missing notes and had expired training during one quarter then Sally would lose 70% (\$263) of that potential \$375. It's easy to see how this can add up quickly. Any barriers you feel may be preventing you from completing these basic job duties need to be brought to the attention of your supervisor immediately.