



Hiring Bonuses for Bus Drivers

\$400 at Hire - Earned upon successful hire into a permanent position

- Krystal adds new hire to Google sheet
- Krystal adds those approved for \$400 to HR Extras list due on 10th of month
- Bonus received in separate deposit/check from base pay

\$400 at 3/6/9 month - Earned by employee upon satisfactory evaluation at 3/6/9 months and active status at payday. Employee must be an active employee at payday to receive additional bonuses.

- Google sheet calculates a 3/6/9 month eval date for Area Leads (AL) to schedule evals. Only a suggested date, eval can be scheduled at the AL's convenience
- AL sends eval to Krystal for satisfactory confirmation
- Krystal adds those approved for \$400 to HR Extras list due on 10th of month
- Bonus received in separate deposit/check from base pay

\$400 at 1yr - Earned by employee upon successful completion of probationary status and intent to continue employment with LCSD.

- Krystal adds those approved for \$400 to HR Extras list due on 10th of month
- Bonus received in separate deposit/check from base pay

Weekly Review

- Krystal changes highlights on cells as needed.
- Krystal marks Final Review as "termed" or "rec'd all" so employees will be hidden in filter.