



Guideline

awarding of bonuses and its framework conditions

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I. GENERAL INFORMATION

1. Purpose

These guidelines are an internal orientation aid and set out the framework conditions for awarding bonuses and the goal bonus.

Experience with the awarding of bonuses and goal agreements will be continuously reviewed, taking into account cost/benefit aspects in particular. TU Wien reserves the right to withdraw or amend the framework conditions formulated in these guidelines.

2. Application area

The following regulations apply to members of the general university staff (§ 94 para. 3 Universities Act 2002 as amended) of TU Wien and to civil servants who are assigned to the Office of the Vienna University of Technology.

II. AWARDING OF BONUSES

1. General information

1.1. Bonuses are remuneration paid in recognition of special performance. This also covers the performance bonus in accordance with § 76 VBG.

1.2. No bonuses are paid to:

- marginally employed workers
- holiday workers
- Interns
- Managers (see point III.)

2. Definitions

2.1. Bonuses are one-time, voluntary payments that can be revoked at any time and are paid to employees of TU Wien in recognition of special achievements or behavior. There is no legal entitlement to a bonus.

In accordance with financial feasibility,

- Premiums from the global budget may only be paid once a year.
- Premiums from third-party funds may be paid on an event-driven basis, whereby it should be noted that regular payments may not be made.

An agreement on secondary employment must be concluded for regular additional payments.

2.2. The subject of bonuses is professional performance and social behavior:

- a) Professional performance: Professional performance of the main tasks of the job (tasks are performed in a targeted manner, to the agreed quality and on time); performance under difficult working conditions (time pressure, particularly difficult problems, etc.) can also be included in the performance assessment.
- b) Social behavior / interdisciplinary requirements: The employee's performance and results-related behaviour can be assessed on the basis of behaviour-describing criteria such as initiative, decisiveness, communicative competence and organizational skills. Only those criteria that are relevant to the specific requirements of the job should be used for the decision.

2.3. The performance to be rewarded should be related to official duties, e.g. prolonged substitution work during vacancies or illness-related absence of a colleague; organization of congresses, insofar as this is not included in the official duties; relocation; etc.

2.4. A "special" performance includes, among other things, when:

- a) the main tasks of the activity were performed with above-average diligence: e.g. performance with particular care, above-average profit/cost-oriented approach, high degree of customer orientation, etc;
- b) additional tasks have been taken on: e.g. working in a project team, mentoring new employees, etc.

3. Bonus amount

The amount of the bonus is to be set at between € 1,000 and € 5,000, whereby the amount of the bonus must be in relation to the benefits stated in the justification.

4. Bonus recognition from global budget/third-party funds

4.1. The immediate supervisor proposes a bonus for individual persons to the dean or the relevant member of the rectorate. In the case of bonuses from third-party funds, the project manager proposes a bonus for individual persons to the head of the institute.

4.2. Proposals for the award of a bonus must be justified in writing with regard to the particular performance and the amount must be proposed accordingly. The activities set out in the job description cannot be used as justification. In addition, it must be checked whether other compensation (e.g. bonus from third-party funds, secondary employment or redemption of fringe benefit offers) has already taken appropriate account of the special performance.

4.3. After confirmation of the application by the dean/the responsible member of the rectorate or the head of the institute, the proposal must be forwarded to the personnel administration department.

5. Payment of bonuses

5.1. Bonuses are paid after approval and review by the member of the Rectorate responsible for personnel.

5.2. Payment is made in the month following the application.

III. GOAL BONUS

1. General information

1.1. A goal agreement is an agreement between the immediate superior and the employee in which the goal to be achieved by the employee and the resources available for this purpose are defined for a goal agreement period. Goal agreements can only be concluded between managers of a directly superior or subordinate structural element.

1.2. A goal bonus is a form of variable remuneration that is based on corresponding goals and their weighting and is paid in addition to the fixed salary component if goals are achieved.

At TU Wien, goal bonuses are provided for heads of department, heads of service (50s), heads of department and heads of specialist groups.

2. Content of agreed goals

Goal agreements are based on performance goals, which are derived from individual goals from TU Wien's strategic objectives.

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S	Specific	Goals must be clearly defined
M	Measurable	Goals must be measurable (measurability criteria)
A	Achievable	The goal must be appealing or worthwhile for the person (appropriate, attractive, feasible and demanding)
R	Relevant	The goal set must be possible and achievable.
T	Time-Bound	It must be possible to set a fixed date for the goal

When formulating goals, it is important to ensure that goals have a motivating, performance-enhancing effect if they are clearly formulated, challenge the personality and the person concerned is convinced that they can achieve them. Criteria for the measurability of goal achievement are also an important part of the goal agreement (How can you tell that the goal has been achieved? What is the difference: before/after or target/actual comparison?)

As a rule, a maximum of 3 individual goals can be set.

3. Procedure for setting goals

Goal agreements are concluded in goal agreement meetings. These take place as part of the appraisal interview between the employee and their immediate superior.

Goal agreements must be set out in writing, with a goal achievement date and a weighting according to their importance, and signed by the employee and their immediate superior. It should also be noted whether other forms of compensation (e.g. bonus from third-party funds, secondary employment or redemption of fringe benefit offers) have already taken appropriate account of the particular performance. Verbal agreements are not permitted.

The attached form is to be used for standardization (Appendix 1).

4. Amount of the goal bonus

The amount of the target bonus is a maximum of € 5,000 per year if all defined targets are achieved.

5. Goal agreement period

The period in which the goals are to be achieved is one calendar year. Goal achievement is evaluated in the appraisal interview.

6. Determination of goal achievement

It is advisable to define the achievement of goals and their weighting as part of the appraisal interview using the enclosed form (Appendix 2). The form forms an integral part of the goal agreement.

If the respective agreed goal is reached, the agreed percentage of the total remuneration is deemed to have been achieved.

7. Adjustment of goal agreements and goal correction

If the framework conditions change during the goal achievement phase or if goals prove to be untenable, the following procedure should be followed:

The immediate superior and employee are obliged to work towards a milestone discussion without delay in order to correct the goal.

Reasons for goal corrections can be, for example:

- a significant change in working methods and organization (due to changes in technology or restructuring),
- a significant change in internal conditions,
- significantly changed external conditions,
- incorrectly set goal due to a lack of experience with the goal agreement process,
- serious changes in the personal sphere.

Appendices:

Appendix 1: Goal agreement form

Appendix 2: Form for determining goal achievement



Goal agreement

Employee name: _____

Department: _____

Function: _____

Supervisor: _____

1. Agreed goals

The following goals were set during the appraisal interview on:

Goal 1	Goal description	Time period	Weighting
Criteria of success:			
Goal 2	Goal description	Time period	Weighting
Criteria of success:			
Goal 3	Goal description	Time period	Weighting
Criteria of success:			

2. Determination of goal achievement

The achievement of goals and their weighting must be mutually agreed between the immediate superior and the employee by no later than _____ using the attached form (Annex 1). The form forms an integral part of this agreement.

If the respective agreed target is achieved, the agreed percentage of the total remuneration is deemed to have been achieved. If individual targets are not met, there shall be no entitlement to remuneration on a pro rata basis for the achievement of this target.

3. Settlement and payment

Settlement and payment of the remuneration takes place after determination of goal achievement, at the latest on _____

4. Payment in the event of departure during the year

If the employee leaves the employment relationship during the term of this agreement, he/she shall be entitled to the remuneration agreed for the goal achievement for the period up to the termination of the employment relationship, provided that the pro rata goals have been achieved by then.

The remuneration agreed for the achievement of the goals is due in full if the defined goals have been achieved in full upon termination of the employment relationship.

5. Future goal agreement

This agreement only regulates the performance-related remuneration for the period from _____ to _____

The granting of performance-related remuneration in subsequent years shall be governed by separate agreements, but there is no entitlement to the conclusion of such agreements.

This agreement does not constitute a legal claim for future payments by the employer.

The employment contract concluded between the employer and the employee dated _____ shall remain in full force and effect, unless otherwise stipulated in this supplementary agreement. _____ does not provide otherwise.

Appendix: Form for determining target agreement

Vienna,

For the employer:

The employee:

.....

.....

Determination of goal achievement

Supervisor	Employee

In accordance with the supplementary agreement dated _____, the defined goal and their rating are determined as follows:

	Projects/goals	Weighting in %	Degree of goal achievement in %
Goal 1			
Sub-goal			
Goal 2			
Sub-goal			
Goal 3			
Sub-goal			
Goal 4			
Sub-goal			
	Total goal achievement:		

Supervisor	Employee
Date/Signature	Date/Signature