Staff Compensation Practices

Project Completion Award

Significant contribution to the successful completion of a major long-term project (usually six months or longer)

- **Exempt Staff:** Completing a project is part of most employees’ responsibilities. However, managers may provide recognition to a staff member for the following reasons:
  - work on a substantial project outside of his or her regular job responsibilities.
  - completing a project that is within the employee’s job, but the project deliverables exceed expectations, the results are delivered ahead of schedule and below budget, and results are produced in the face of unexpected challenges.
  - Work performed on a time-limited project. The work done was over a set period of time, not an ongoing, with a significant change in responsibility. For significant, permanent changes in role, the reclassification process should be used.

- **HUCTW:**
  - Projects outside of a staff member’s job description should include a planned pay adjustment. For projects within the HUCTW staff member’s job description that exceed expectations, the manager may award a project completion bonus.

- **Earnings Code:**
  - BPU (Bonus Project Unexpected) BPE (Bonus Project Expected)
Examples:

- Over the course of a year, an employee cleared up a backlog of records which involved physically reviewing the each of the files, removing duplicate or unneeded materials, working with a vendor to scan the files, and implementing an electronic records management system. This was done in addition to the employee’s regular job responsibilities.

- An employee provided Harvard-wide leadership in response to a global event (natural disaster) and over several months took the lead in developing communications, identifying issues, and coordinating internal and external stakeholders to help with recovery efforts.