

**CCRIPSA BONUS PROJECT PROPOSALS
PROCEDURES
2009-2010**

1. All project proposals will be completed and submitted by the bargaining unit member to the department director/chairperson and appropriate Vice President using the attached format.
2. After the administrative review and recommendation phase has been completed, the project proposal will be returned to the incumbent for submission to the CCRI Human Resources Department, or for revision and resubmission. It is the incumbent's responsibility to submit his/her proposal to the CCRI Human Resources Department on or before the agreed deadline. The Human Resources Department will date stamp and forward all proposals to the Project Committee.
3. The Project Committee is composed of the Vice Presidents or designees and two members of CCRIPSA. The Committee shall establish its own ground rules except for those described below.
4. As agreed, all proposals must be submitted by December 1, 2009. Upon review by the Committee at its next scheduled meeting, early submission proposals, which are clearly exceptional, may receive initial approval and be assigned a bonus amount. Proposals, which are plainly below project standards or in an improper format, may be rejected at the next scheduled meeting of the Project Committee. This will allow incumbents with approved projects to begin work on them immediately. Incumbents with rejected proposals will have an opportunity to revise their proposals, if desired, for resubmission by December 1, 2009. Those proposals, which are not immediately approved or rejected, will be held until the December 1, 2009 deadline after which time a determination will be made. The Committee will complete making its decisions regarding initial approval of the projects by December 31, 2009.
5. Upon completion of the project the incumbent will submit a cover memo and a copy of the completed project to the Project Committee. If it is not possible to submit a copy of the project, one Vice President or designee and one bargaining unit member from the Project Committee will be invited to review the completed project at its location. The Committee members who perform the site visit will report their findings to the Project Committee for appropriate action.

**CCRIPSA BONUS PROJECT PROPOSAL
FOR FISCAL YEAR 2009-10**

All proposals for Fiscal Year 2009-10 must be submitted to and date stamped by the CCRI Human Resources Department no later than 4:00 p.m., Tuesday, December 1, 2009.

NAME: _____ **DATE:** _____

DEPARTMENT: _____

BRIEFLY DESCRIBE YOUR PROPOSAL: _____

IMPORTANT!!!

YOU MUST ATTACH A COMPLETE DESCRIPTION [NO MORE THAN TWO (2) TYPEWRITTEN PAGES] OF YOUR PROPOSED PROJECT AND ITS MERITS TO YOUR DEPARTMENT DIRECTOR/CHAIRPERSON IN ORDER TO RECEIVE CONSIDERATION. YOUR SIGNATURE AND DATE SHOULD BE ENTERED AT THE BOTTOM OF THE SECOND PAGE OF THE DESCRIPTION.

PLEASE NOTE ESTIMATED START AND END DATES FOR YOUR PROJECT.

START: _____ **END:** _____

HOW DOES THIS PROJECT DIFFER FROM YOUR DAY-TO-DAY DUTIES? _____
