

## WEEKLY INCENTIVE

Performance bonuses are monetary rewards outside of your usual pay, which is received after meeting or exceeding certain performance expectations. Nursing Solutions Group has introduced a weekly bonus as an incentive for exemplary work practices or to congratulate and thank those employees who actively achieve company goals.

### POLICY SUMMARY

The policy summary states the purpose of the company's performance bonus policy and provides an overview of the eligibility requirements and tax disclaimer. Sometimes referred to as the policy brief, this section prefaces the rest of the document. The Incentive policy explains how Nursing Solutions Group distributes the incentive to employees. It is our goal as a company to reward our employees as often as possible to thank each team member for their contributions and hard work.

**Incentive bonus:** To be paid weekly. You will earn incentive points through exemplary performance or by meeting a certain goal outlined in the Eligibility requirements. Points will be earned for each hour worked and applied as a monetary figure for payment at pay weeks end. The incentive will be calculated on hours worked per week, you receive one point for every hour worked these will be tallied at the end of the week and applied and calculated to give a weekly incentive bonus payment which is subjectable to income tax under the Bonus payment clause. *See Tax Disclaimer below.* All incentive bonuses will also have superannuation applied weekly.

The *incentive* points will not be applicable for Sunday shifts or public holiday shifts  
We reserve the right to change this policy at any time, with or without notice.

### ELIGIBILITY REQUIREMENTS

The incentive bonus is open to all Registered Nurses, Assistant in Nursing (PCW) and catering team members. To receive your weekly incentive bonus, you will need to meet all the requirements below:

- Attend all agreed scheduled and confirmed shifts.
- Clock In and Clock Out of the Chosen Scheduling App(s) each time – if you are unable to do this ensure you have taken measures to notify Nursing Solutions Group Management and/or Payroll of any issues. You can make a note on your shift with late clock in or early out.

[payroll@nursingsolutionsnsw.com.au](mailto:payroll@nursingsolutionsnsw.com.au) and/or [bookings@nursingsolutionsnsw.com.au](mailto:bookings@nursingsolutionsnsw.com.au)

You will **forfeit** your opportunity to receive the weekly incentive if any of the following occurs:

- Staff member not arriving or completing in entirety, agreed scheduled shift in any given week.
- Not contacting Nursing Solutions Group Management through the chosen Scheduling App, email, or telephone for either being late and/or unable to attend your agreed scheduled shift within acceptable timeframes as outlined within the FM WHS 1.13 Sick Leave Management Policy.
- Cancelling agreed scheduled shift with little or late notice unless directed and approved by Nursing Solutions Group Management.
- All leave, including sick leave will be considered and approved by Nursing Solutions Group management. Staff will need to provide evidence of sickness and/or supporting documentation, as outlined within the FM WHS 1.13 Sick Leave Management Policy.
- Any employees placed on a Performance Plan, or any other Managed Plan directed by Nursing Solutions Group management, cannot participate until agreed review period has been completed.

- If a staff member has not completed or supplied mandatory competencies, documentation (CHC, Certificates, Stat Decs, NDIS documentation or requirements, Visas and other compliance documentation) or required vaccinations.
- If Nursing Solutions Group Management has been contacted by a RACF or facility in which we operate, with negative feedback and/or complaint against a staff member, ineligibility will occur, and staff will be contacted for a meeting to discuss feedback and/or complaint for further action.

If failing to meet these requirements within any given weekly bonus period, the staff member can attempt for the following week. All decision by admin is final and based on previous employment data, absenteeism, and reliability.

## TAX DISCLAIMER

Performance bonuses may be subject to local, state, and federal taxation. Employees are responsible for keeping track of the monetary value of the bonuses they earn each year.

## WITHHOLDING LIMIT

### Bonuses And Similar Payments

A bonus is usually made to an employee in recognition of performance or services and may be calculated as a percentage of the proceeds from a particular business transaction. These payments may not necessarily be related to a particular period of work.

A payment will be treated as similar to a bonus if it is of a one-off nature that does not relate to work performed in a particular period. Examples include:

- a once-only payment made to a payee as compensation for a changed work location.
- an amount paid as a sign-on bonus to a payee entering a workplace agreement.
- any lump sum allowances.

There is a withholding limit of 47% on tax withheld from any additional payments calculated using an annualised method.

*Applying this withholding limit may result in withholding not being sufficient to cover some employees' end-of-year tax liability. In these situations, an employee can ask their employer to increase their withholding for the remainder of the financial year. This document is a withholding schedule made by the Commissioner of Taxation in accordance with sections 15-25 and 15-30 of Schedule 1 to the Taxation Administration Act 1953. It applies to certain withholding payments covered by Subdivisions 12-B (except sections 12-50 and 12-55), 12-C (except sections 12-85 and 12-90) and 12-D of Schedule 1 paid as a lump sum.*

### References:

FM WHS 1.13 Sick Leave Management Policy