



WESTERN
NEW MEXICO UNIVERSITY

POLICY NAME	Awards Policy	POLICY NO.	BA431
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs - Payroll		
EFFECTIVE DATE	01-JUL-2024	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

This policy establishes the payment requirements set forth for WNMU Faculty & Staff awards that are presented throughout the Academic year.

POLICY:

Upon the Payroll Office receiving written notice of awards, a one-time payment will be made with all applicable tax and retirement withholding. Such awards are considered non-discretionary bonuses and overtime pay for non-exempt employees will be treated accordingly based on the Fair Labor Standards Act.

Contact the Payroll Department for the payment process.