

Spot Recognition Award



Purpose: To provide timely recognition from managers and supervisors to employees for distinctive, particular achievements, outside the scope of their job duties which contribute to departmental, divisional, or College goals during the course of the calendar/fiscal year. These awards will recognize and reward significant achievements and contributions and acknowledge outstanding individual and team performance and/or contribution. Awards can only be made for achievements that are not considered to be part of normal or required job expectations.

Examples:

- An employee or team contribution, within or outside job responsibilities that results in exceptional service.
- A one-time noteworthy achievement that might otherwise go unrewarded.
- A person or team who completes an extra or emergency assignment while maintaining his or her own workload.
- An employee or team who uses initiative and creativity to solve a problem.

Procedure:

1. Anyone may nominate an employee for an award to a department or division head.
2. Nominations may be made within a department, division, or cross divisionally.
3. Nominations are submitted to the Director of Human Resources on the Spot Recognition Form electronically or hardcopy.
4. The Director of Human Resources will notify the employee's Division head that the employee is eligible for an award.
5. The Division head will forward nominations to the Chief Financial Officer for distribution to the awarding Division Head or department head designate.

Award/Amount:

1. Gift Certificates will be available in the amounts of \$100, and \$350.
2. Employees are eligible for no more than 2 awards in a calendar year.
3. Maximum to be awarded is \$350.
4. In extraordinary situations, awards over \$350 may be recommended to the President for approval.
5. Awards \$200 or more are taxable and will be included in the employee's W2.

Spot Award Nomination Form



Nominee Information

Employee Name _____

Title _____

Department _____

Reason for Spot Recognition Award:

Individual Completing the Form

Name _____ Phone _____ Department _____ Date _____

Received by Human Resources _____

Division Head Signature _____ Department _____ Date _____

CFO Signature _____ Award Amount _____ Award Date _____