



2022 SPOT Award Program – FAQs

1. **Who is eligible for the SPOT program?** Non-union employees below Director level are eligible for a SPOT award base on achievement of outstanding performance.
2. **What is the purpose of this program?** To provide real-time recognition for outstanding individual performance through a monetary reward (paid directly through payroll).
3. **What is the reason for the \$250 - \$1,500 award range?** The range is to help managers determine the amount of the award based on the longevity and complexity of the project.
4. **What's the process?**
 - Water: Manager goes to Workday and creates a request, routing to Officer level. Request flows to Human Resource Business Partners (HRBP) to process in Workday (WD) to process payment. HRBP may send a [certificate](#) to the manager to present to employee if they prefer.
 - Gas: Manager goes to Peoples Place to obtain the SPOT nomination form, completes and routes to Officer for approval. Send email to HRIS & Payroll to process in SAP for payment (use wage type 1087), then file the form in employee file. HRBP may send a [certificate](#) to the manager to present to employee if they prefer.
5. **What if the manager requests an award above the range of \$1,500?** If within range – HRBP can execute the award (water thru WD, Gas thru paper form). Do not process any award over \$1,500 - send to Comp for review. Officers are expected to manage their award budget.
6. **How is the employee informed that they are receiving a SPOT award?** HRBP will notify leader once approved. A certificate may be generated as well.
7. **How many employees can receive an award in one year?** The budget is set annually. Based on the award budget and the number of eligible employees throughout Essential, approximately 1 in 10 non-union below Director level employees may receive an award (assuming average award is \$500). The unused budget at end of year is forfeited and does not carry over to next year.
8. **When are awards provided?** Awards may be given any time throughout the year. It is recommended an award be given to the eligible employee thereafter the project they completed for timely recognition.
9. **When are SPOT awards paid?** After the approval process, it can be processed in SAP/Workday and flow to payroll to be paid in next pay period.
10. **Can one employee receive more than one SPOT award in a calendar year?** Yes, manager determines awards and Officer must stay within budget.