

Spot Award Nomination

Purpose: The Spot Award program is to provide real-time recognition for outstanding individual performance through a monetary reward (paid directly through payroll).

Eligibility: Essential, non-union employees below Director level are eligible for a spot award based on achievement of outstanding performance that is defined as:

- Contributions beyond those which might be expected and accounted for by other reward programs (e.g., base salary increases, Short-term Incentive Plan, etc.)
- Substantial and unexpected performance which makes a difference in the overall performance of the Company (e.g., cost savings, increased revenue, productivity improvements, etc.)
- A significant feasible idea or achievement that results in making the lives of our employees or customers better

Note: Spot awards are budgeted for 1:10 employees. Approvers – consider eligibility and budget.

Instructions: Complete the form below and ensure approvals, including the officer in the respective organization. Once all approvals have been obtained, please return to the Human Resource Business Partner.

Employee Last Name	First Name	Job Title	Department	Company:
Direct Supervisor		Dept. Manager		

Nominated by (name, title, department) (note: may be more than one individual)	
Describe reason for nomination that met criteria stated above (i.e., extra effort, outstanding result, etc.). Identify specific results, cost savings and/or added value.	
Was this an individual effort or part of a group project/effort? If a group, name project sponsor/team leader.	
Additional notes, if any, including from Manager or Department Executive:	
Proposed award amount (Generally between \$250 and \$1,500) and pay date requested:	Amount: \$ _____ Pay Date Requested: _____

Note: Consider time and complexity when choosing an amount. Three examples to help propose an amount: 1) three-month complex project \$250, 2) six-month complex project \$750, 3) nine-month most complex project \$1,500

Signatures	Nominator:		Date
	Next Level Manager:	Department Executive:	Date
	Department SVP:	Award Amount Approved:	Date

For HR Use Only:	Date Processed:
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