



## On-The-Spot Rewards Program

### Purpose

Employees expect – and deserve – to be recognized for their extra efforts. Managers can use this On-the-Spot rewards program as one way to recognize excellent performance and valuable contributions outside of the merit and bonus programs, in a real-time way. By providing a Spot Bonus or Gift Card reward, managers have the opportunity to provide a meaningful “thank you” and connect the reward to the contribution and/or performance being recognized.

### Eligibility

Effective July 1, 2018, all full- and part-time staff who are benefits-eligible and who have been employed by Bentley for a minimum of 3 months are eligible to receive a reward under this program. Please note, all managers, including faculty who manage staff, can request a reward for their employees.

### Award Types

There are two types of On-The-Spot Rewards that a manager may use to recognize an employee:

- **Spot Bonus** – Managers can reward their employee with a \$500 Spot Award
- **Gift Card** – Managers can give their employee a \$50 Amazon.com gift card

### Award Criteria

The On-The-Spot Rewards Program is meant to reward individuals who have recently displayed extra effort or who have gone above and beyond their day-to-day responsibilities. The program recognizes employees “in the moment” on a one-time basis for recent exemplary action. Continuous and sustained excellence should be recognized through the annual merit program or a promotion if appropriate.

To illustrate ways in which an On-The-Spot reward can be utilized, below are some examples of an employee action that may result in a Spot Bonus:

- Participating in and completing a large work assignment that added considerable effort on top of their day-to-day work
- Improving a process which created department efficiency and overall budget savings
- Utilizing creative problem-solving to resolve a particularly complicated and ongoing issue

Below are some examples where a Gift Card may be appropriate:

- Worked extra assignments outside of the employee’s day-to-day responsibilities to be of further assistance to their department

- Displayed positive behaviors that helped a department through a particularly busy or stressful period
- Assisted a colleague in completing a large work assignment or project that took considerable time and effort

It is up to the manager to use their best judgment as to which type of reward would be most appropriate under the circumstances. It is important that all rewards are distributed in a manner that is fair, equitable and transparent to employees within the overall rewards budget.

## Process

To request an On-The-Spot Reward, please do the following:

- Initiate request in Workday
- Include a brief statement justifying why the bonus is being awarded (just a few sentences)
- The request will flow and disseminate to all relevant parties for processing and recording
  - A “one over one” (manager’s manager) approval is required for all spot bonuses but no additional approval is required for gift cards.
  - HR will be included for tracking and reporting purposes and to help monitor budget
- Once the reward request has been approved, the manager will receive a notification through Workday. The manager should notify the employee *in person*, and *thank them* for the work or behavior that is being rewarded.
  - **Spot Bonus** - Managers can notify the employee of the upcoming bonus payment and inform that it will be paid out within three weeks of notification due to Payroll timing. Managers should not notify the employee until they receive the Workday notification that the request has been approved.
  - **Gift Cards** – Managers will be able to pick up the Gift Card from the HR Front Desk.

Under Internal Revenue Service regulations, these spot bonuses and gift cards are considered taxable income and will be processed accordingly. Because the IRS requires employers to treat gift cards as taxable income, ***managers may not use university funds to purchase gift cards for employees, for any reason, outside of this program.***

This program is centrally funded and each division will have a pro-rata amount allocated to use under this program. All VPs will be able to view what rewards have been granted in their division through Workday reporting.

Approved: July 2018