



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

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 have **two options** to reward their employee with a spot bonus; **\$500 or \$1,000**, depending on the type of contribution(s) being recognized
- **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.

Managers have discretion in awarding either a \$500 or \$1,000 spot bonus award but should reserve \$1,000 awards for significant contributions with high impact. 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
- Meeting financial or fundraising “stretch goals” (either through revenue creation or significant expense reduction that is strategic, sustainable, and beyond what is normally expected)
- 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.

Detailed Workday instructions are included on the following pages.

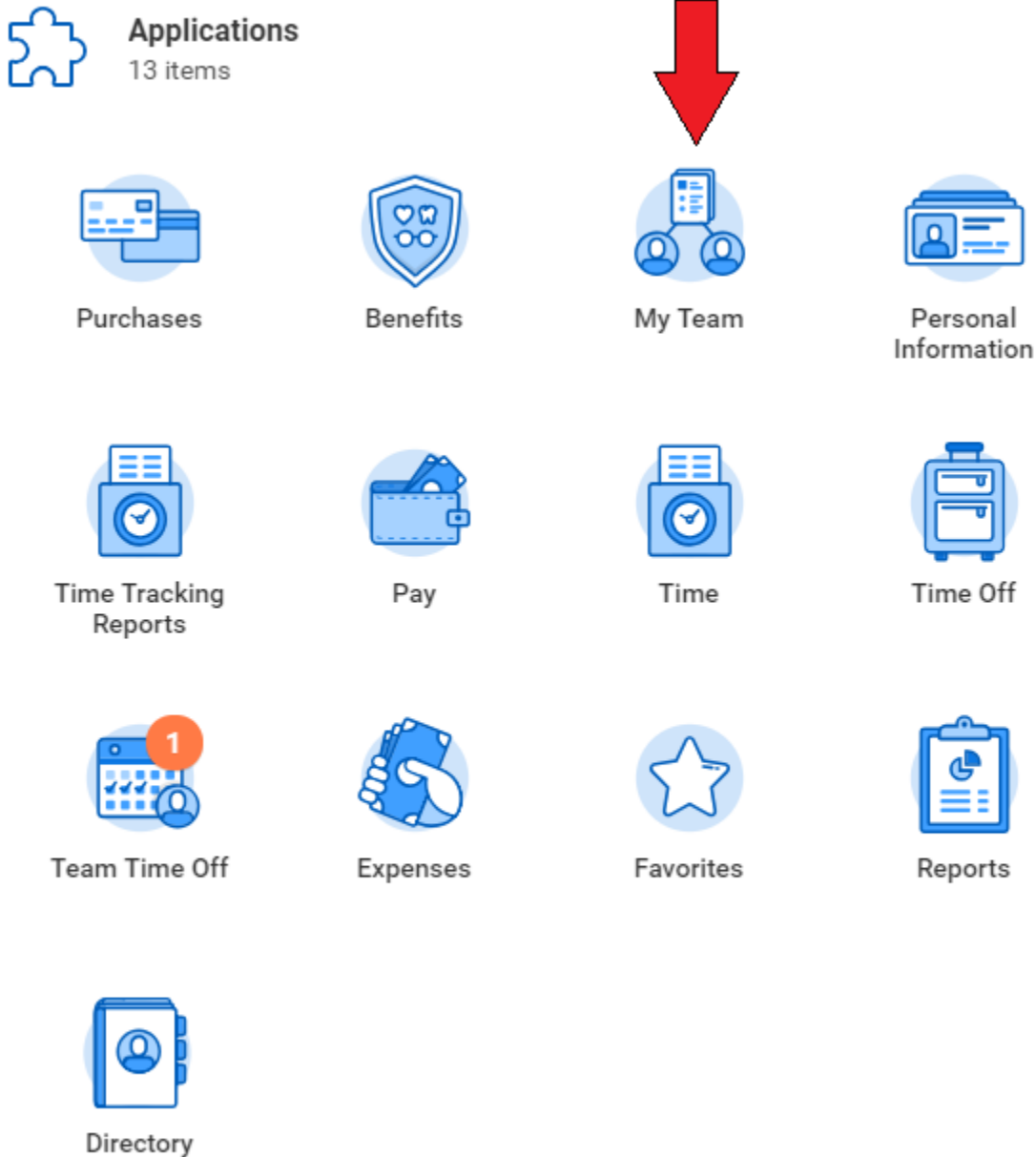
Under Internal Revenue Service regulations, these spot bonuses and gift cards are considered taxable income and will be processed accordingly. Because the IRS requires employers to treat gift cards as taxable income, ***managers may not use university funds to purchase gift cards for employees, for any 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 2019

On-The-Spot Rewards – Workday Instructions

1) Search and find the employee you wish to reward:

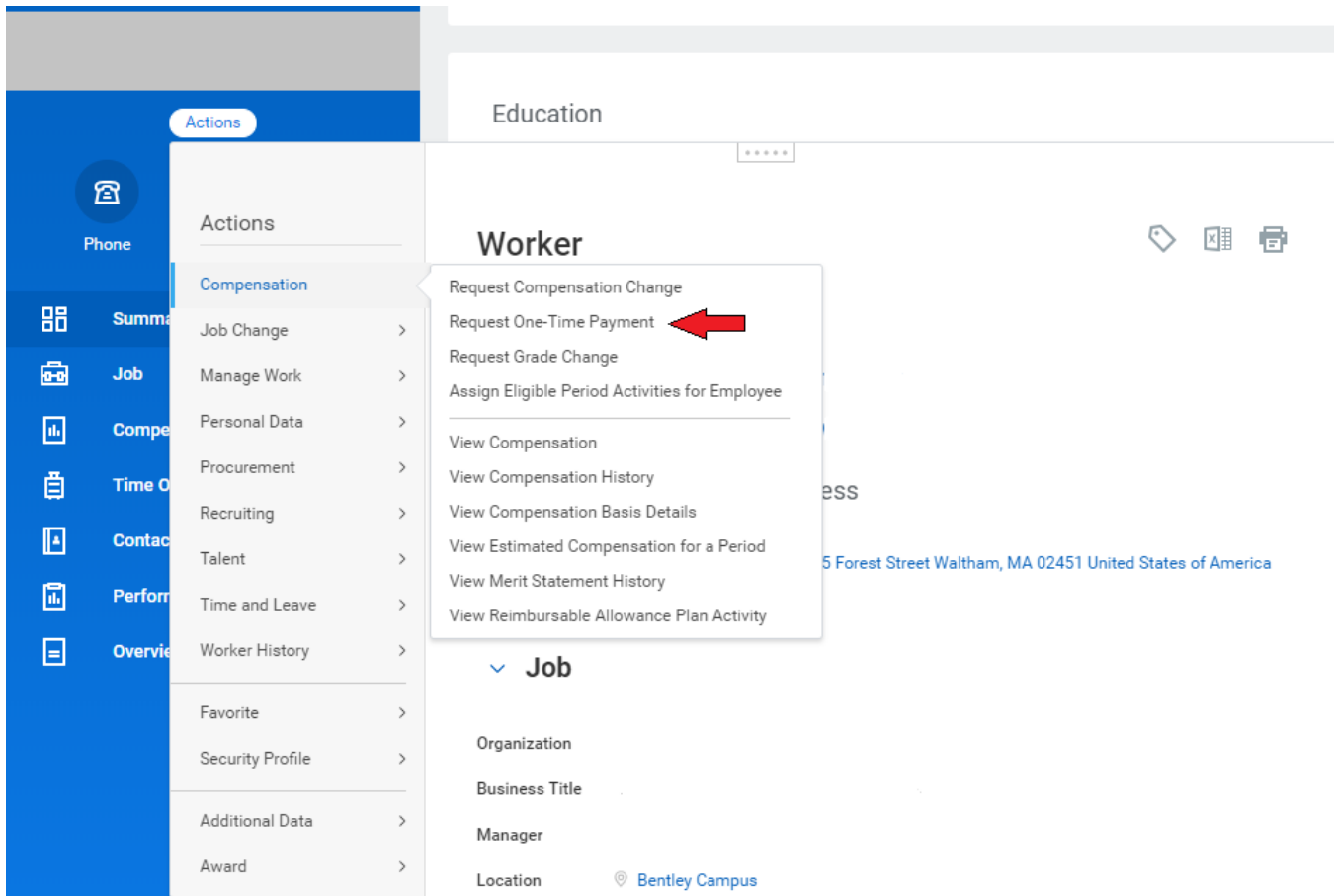


-OR-



- 2) On the left hand pane, under your employee's name, click on the following:
- ACTION button
 - Compensation

c. Request One-Time Payment



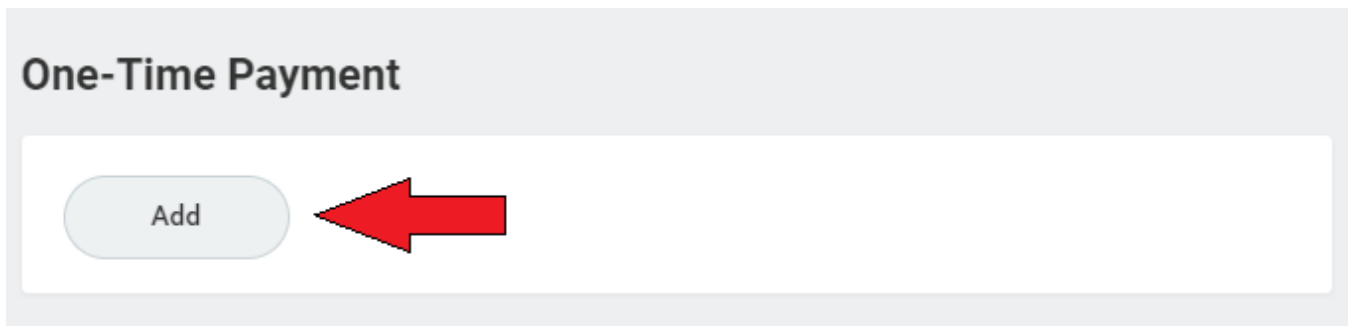
3) Use the current date as your effective date and double check the employee name is correct

Request One-Time Payment

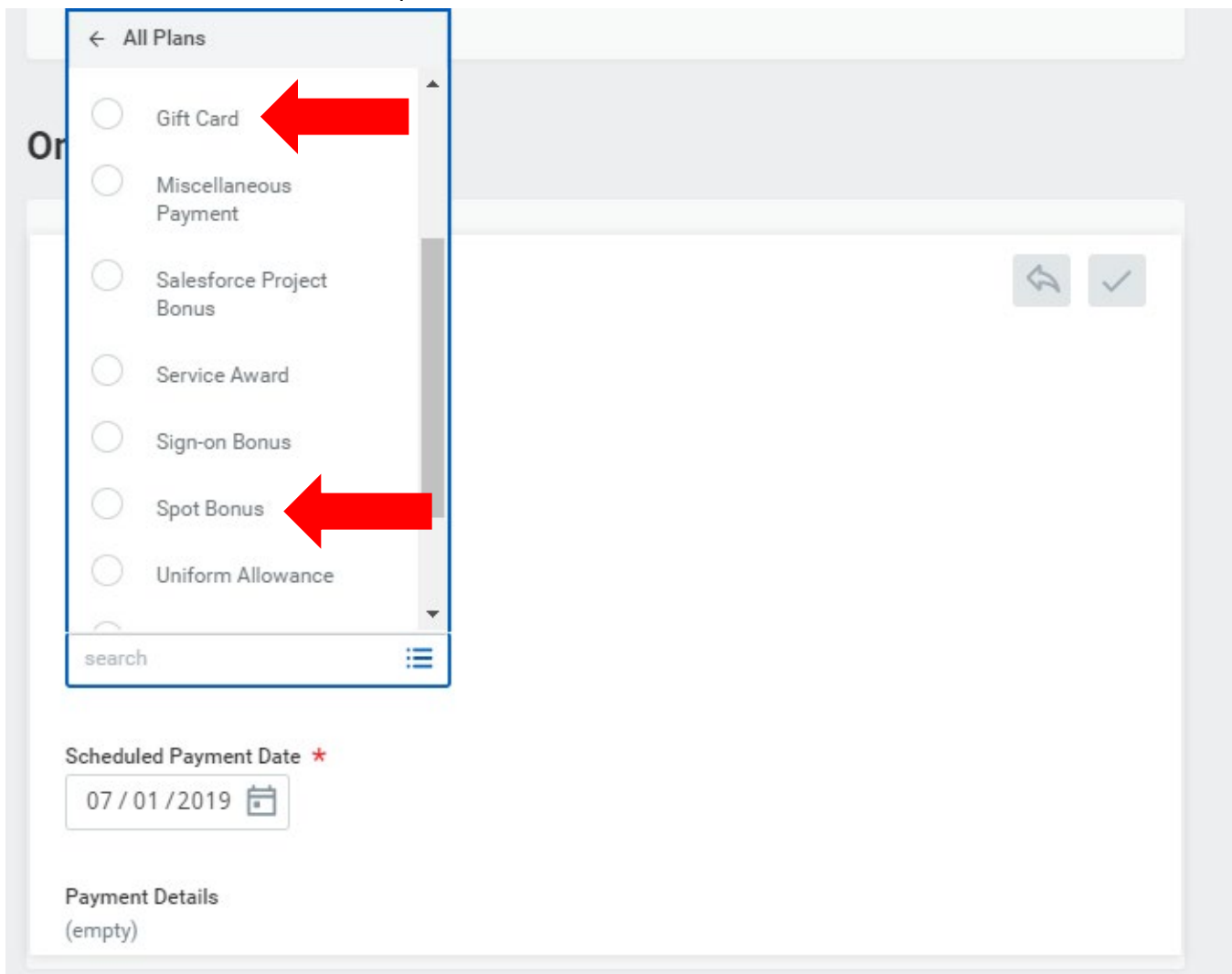
Effective Date * MM/DD/YYYY

Employee * Your Employee Name

4) Click on the Add button to start the process



5) Under the "One Time Payment Plan" menu, click on the ☰ icon to open up the selection menu, then select either "Gift Card" or "Spot Bonus"



- 6) Additional options will then appear with some of the fields auto populated with no further action needed:
- a. Scheduled Payment Date
 - b. Amount (\$500 for Spot Bonus and \$50 for Gift Card)
 - c. Currency
 - d. Send to Payroll

One-Time Payment Plan *

× Spot Bonus

Scheduled Payment Date *

07 / 01 / 2019

Amount *

500.00

Spot Bonuses will auto-populate with \$500 as the Amount. If you are awarding \$1,000, you will need to type \$1,000 in the Amount field.

Currency *

× USD

Send to Payroll

- 7) Please be sure to complete the Additional Information box with a brief explanation for why you are rewarding your employee (data is used for informational purposes only)

Additional Information

- 8) You will be required to fill out the following fields under Supporting Documentation (please contact your Cost Center approver or HR for additional help on what to select):
- a. Division
 - b. Fund
 - c. Cost Center (Additional Worktags should auto populate once all previous fields are filled in)

> Supporting Information

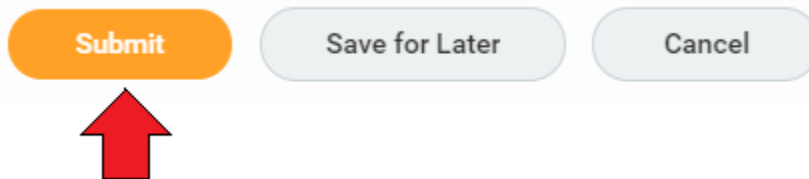
*Division

*Fund

*Cost Center

*Additional Worktags

- 9) Click on Submit at the very bottom of the screen to complete the transaction.



- 10) The Transactions will then flow to all appropriate parties for additional approvals and processing.
- a. **Spot Bonus** - your manager will also be approving the transaction and the payment will be processed in the next pay period
 - b. **Gift Card** – your manager will not need to approve and you will be notified once the gift card will be available for pick up in HR’s front lobby office