

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-13

Effective Date: January 1, 2022

Version: 4.0

**POLICY TITLE: TEAM MEMBER RECOGNITION BONUS PROGRAM**

**OVERVIEW:** The Indiana Department of Child Services (DCS) Team Member Recognition Bonus Program is designed to reward employees for exceptional performance and contributions to outcomes directly related to the DCS mission, vision, and values. This specific program utilizes a spot bonus to reward and recognize employees “on the spot”.

**I. DEFINITIONS**

N/A

**II. REFERENCES**

- A. [Financial Management Circular 2021-1](#)
- B. [State of Indiana Employee Handbook](#)

**III. STATEMENTS OF PURPOSE**

- A. Bonuses may only be issued under a defined program, which is approved by the Strategic Hiring Committee (SHC). An agency may submit a defined bonus program to the SHC for approval and award bonuses consistent with the approved program. In light of the current financial situation, all existing bonus programs (including previously approved programs) need to be re-evaluated by the SHC. No spot bonus should be greater than \$1,000, and an agency may not spend more than its number of full-time equivalents (FTE) multiplied by \$100 on its annual spot bonus program.
- B. The spot bonus is to be used to recognize DCS employee contributions that have exceeded expectations for exceptional performance.
  - 1. The employee contribution must be for an action or accomplishment that is beyond the scope of the job description and the employee’s regular day-to-day activities and assignments (see the [Team Member Recognition Spot Bonus \(SF 57005\)](#) for examples):
    - a. \$250 award: This award is based on an exceptional work event that exceeds performance expectations.
    - b. \$500 award: This award is based on an exceptional work event that provides impact beyond the local division/office.
    - c. \$750 award: This award is based on an exceptional work event that provides significant impact throughout the state of Indiana.
    - d. \$1,000: This award is based on a remarkable, extraordinary event that has a high impact on the agency’s mission, vision, and values.
  - 2. The spot bonus should be tied to a discrete action rather than awarded for a situation of consistently exceptional performance.

**Note:** This type of consistently exceptional performance should be recognized in the appraisal and addressed by means of a merit increase or promotion.

- C. The spot bonus nomination should be submitted within 30 days of the achievement.

- D. To qualify for the DCS Spot Bonus Program, the following criteria must be met:
1. The employee has completed the working test period and is an active employee;
  2. The employee has not been on a Performance Improvement Plan or had discipline in the last six (6) months prior to the nomination;
  3. The employee has been successful in meeting all performance expectations and competencies, as indicated on the last Performance Evaluation; and
  4. The action is a discrete action of exceptional performance.

**Note:** Independent contractors and temporary employees (contracted by DCS or through another agency) are not eligible to receive a spot bonus.

- E. The [Team Member Recognition Spot Bonus \(SF 57005\)](#) will be used to nominate a DCS employee.
- F. The approved [Team Member Recognition Spot Bonus \(SF 57005\)](#) will be submitted to Human Resources (HR) via [DCSBonusProgram@dcs.in.gov](mailto:DCSBonusProgram@dcs.in.gov).
- G. The [Team Member Recognition Spot Bonus \(SF 57005\)](#) should be completed and sent to payroll within two (2) weeks of a \$250 and \$500 nomination and within 30 days of a \$500 and \$1,000 nomination.
- H. The nomination process is to remain confidential until all approvals are obtained.
- I. The employee's Hiring Manager will notify the employee of the spot bonus.
- J. All spot bonuses are considered taxable income and will be reflected on the employee's income earning statements.

#### IV. PROCEDURE

- A. The Requestor will complete the [Team Member Recognition Spot Bonus \(SF 57005\)](#) and forward to the nominee's Hiring Manager.
- B. The Hiring Manager will review the [Team Member Recognition Spot Bonus \(SF 57005\)](#) and approve or deny based on the eligibility outlined in "D" above.
- C. The Hiring Manager will forward the [Team Member Recognition Spot Bonus \(SF 57005\)](#), upon approval, to the Senior Manager. The Senior Manager will complete the following:
1. Confirm the action is a discrete action of exceptional performance; and
  2. Select an incentive amount.
- D. The Senior Manager will forward the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to [DCSBonusProgram@dcs.in.gov](mailto:DCSBonusProgram@dcs.in.gov), upon approval, for a spot bonus of \$250 or \$500.

**Note:** Skip to step "F" for a spot bonus of \$250 or \$500.

- E. The Senior Manager will forward the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to the Deputy Director, upon approval, for a spot bonus amount of \$750 or \$1,000.
1. The Deputy Director will review the nomination for the following, and upon approval, send the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to the DCS Chief of Staff:

- a. The action is a discrete action of exceptional performance; and
  - b. The impact and the significance of the action is worth of the incentive amount.
2. The DCS Chief of Staff will review the nomination and determine if:
    - a. The action is a discrete action of exceptional performance; and
    - b. The impact and the significance of the action is worth of the incentive amount.
  3. The DCS Chief of Staff will upon determination:
    - a. Approve the nomination and forward the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to [DCSBonusProgram@dcs.in.gov](mailto:DCSBonusProgram@dcs.in.gov); or
    - b. Deny the nomination and send the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to the Deputy Director for further discussion.
- F. HR will review the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to ensure the following are met:
1. The employee has completed the working test period and is an active employee; and
  2. The employee has not been on a Performance Improvement Plan in the last six (6) months prior to the nomination.
- G. HR will submit the [Team Member Recognition Spot Bonus \(SF 57005\)](#) to payroll, upon approval, and notify the Hiring Manager of the approval.
- H. The Hiring Manager will send the [Team Member Recognition Spot Bonus \(SF 57005\)](#), with electronic signature, to notify the nominee of the bonus. The nominee's direct Supervisor and Deputy Director will be copied on the email communication.
- I. The explanation for denial will be provided on the [Team Member Recognition Spot Bonus \(SF 57005\)](#) and sent to the Hiring Manager, if at any point in the approval process the nomination is denied. For a spot bonus denied by the DCS Chief of Staff, the Deputy Director will notify the Hiring Manager. The Hiring Manager will then notify the requestor of the denial via email communication.

## V. FORMS/TOOLS

- A. Recognition Letter for Spot Bonus – available on SharePoint
- B. [Team Member Recognition Spot Bonus \(SF 57005\)](#)

Date: 12/13/2021  
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