



IN Department of Child Services Employee Recognition Bonus Program Frequently Asked Questions

Question	Answer
What is the DCS Employee Recognition Bonus Program?	The DCS Employee Recognition Bonus Program is designed to reward employees, at all levels, by recognizing exceptional performance and outcomes related to the DCS mission, vision and values.
Can any employee be nominated for a bonus award?	Employees must meet the eligibility criteria outlined in the guidelines. All employees are eligible including supervisors and managers. To be eligible, employees must: <ul style="list-style-type: none"> • have completed at least six (6) months of continuous employment with the DCS at the time of nomination; • be successful in meeting all performance expectations and competencies; and • not be on a work improvement plan, have had disciplinary action or a letter of counseling issued in the six (6) months prior to nomination
May employees receive more than one bonus during the state fiscal year?	Yes. Eligible employees may receive more than one bonus award during the state fiscal year (July 1 – June 30).
What is the maximum award amount per nomination?	The maximum award amount per nomination is as follows: <ul style="list-style-type: none"> • Team Player Award - \$100 • Rock Star Award - \$250 • Champion for Hoosier Children Award - \$500
What final amount should employees expect to receive after the award is approved? Will a separate check be issued?	Recipients of the bonus award will receive the actual award amount approved. The dollar amount will be “grossed up” to reflect the actual award amount. For example, if the award approved is \$250, the employee will receive \$250. Bonus awards will be included in the employees’ paycheck and will be paid out no later than the following pay period in which the award was approved and received by DCS Payroll.
What is the maximum dollar amount an employee can receive in a fiscal year?	There is no limit per employee.
Why must a form be completed to reward employees with a bonus?	As a state agency, it is imperative that we document in writing the justification for the nominated activity and awards allocated.
Can anyone submit a nomination?	Yes. Employees and supervisors/managers may nominate individuals for a bonus award. Peer-to-peer nominations will flow to the nominee’s supervisor for approval before a formal submission can be made.
Will the award and recognition be made public?	Yes. Public recognition gives employees and management the ability to discuss activities advancing the DCS mission, vision and values and highlights what kind of performance that may warrant a bonus. It also offers transparency in management decisions regarding recognition and gives DCS the opportunity to celebrate successes as a group. For supervisors, it is very important to know your employee. Some employees do not appreciate being put on the spot with recognition, and in those cases, supervisors should use their best judgement.
Can award nominations and approvals be submitted at any time?	Yes. Awards can be submitted at any time; however, awards will be paid out no later than the following pay period in which the award was approved and received by DCS Payroll.
Why are there only three bonus award amounts from which to choose?	The three amounts help to clarify the value of the accomplishment. There is enough difference in value between each award to determine whether a nomination should be for a lower or higher amount.