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Spot Bonus Recognition Program

The Indiana Department of Health Spot Bonus Recognition Program was created to recognize exceptional work efforts. Employees who demonstrate exemplary service that results in a tangible and measurable cost savings or achievement for IDOH may be nominated for a Spot Bonus Recognition Award. Formal nominations via the Recognition Request Form (see last page) must be submitted by a supervisor or manager in the employee’s chain of command.

A spot bonus is a one-time lump sum payment paid on an employee’s paycheck (subject to taxes and other deductions) following approval. The bonus must adhere to the guidelines set out in this document. Bonuses must be at least \$150 and cannot exceed \$1,000. Spot bonuses are used to recognize an employee’s exemplary service and reward them for their achievement. The spot bonus does not take the place of performance management or any annual increases. Spot bonuses occurring at the end or beginning of the calendar year during annual appraisals may receive additional scrutiny. An employee may receive up to three spot bonuses per fiscal year.

Guidelines

Spot Bonus Amount	Example Behaviors (not exhaustive)	Spot Bonus Amount	Example Behaviors (not exhaustive)
\$150	<ul style="list-style-type: none"> Completed an important project early resulting in better outcomes Received 5+ customer accolades in 90 days Saved the state > \$1000 	\$300	<ul style="list-style-type: none"> Improved a key process or procedure that reduced turnaround or processing times; Completed a successful large-scale project; or Saved the state > \$5,000
\$600	<ul style="list-style-type: none"> Absorbed workload temporarily from another employee for several months Organized 5+ years of historical records on top of assigned duties Saved state > \$10,000 	\$1000	<ul style="list-style-type: none"> Managed a successful multi-day event and resolved all issues timely National recognition or major milestone Saved the state > \$100,000

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.



Eligibility

To qualify for a spot bonus under this program, the following criteria must be met:

1. The nominated employee must not be on a Work Improvement Plan or have active discipline within the last six (6) months prior to the nomination date.
2. The employee must have a minimum of six (6) months of regular employment with IDOH at the time of nomination.
3. The employee's service must be exemplary in achievement or result in a tangible and measurable savings for IDOH.
4. An employee may receive up to three spot bonuses per calendar year.
5. The behavior being recognized must have occurred within the last 90 days.

Form

Spot Bonus Nomination Form can be found [here](#) under "Spot Bonus Recognition Program." It must be thoroughly completed and sent to the Assistant Commissioner.

Assistant Commissioner

The Spot Bonus Nomination Form should be forwarded to the Assistant Commissioner or equivalent for review and approval. The Assistant Commissioner should gather all submissions and review based on the following criteria:

- Relevance to IDOH goals
- Significance to the program area/project participation
- Impact to IDOH
- Outstanding service

Human Resources and Executive Review

Spot bonus recognition nominations must be submitted to [IDOH Human Resources](#) by the Assistant Commissioner. Human Resources will confirm employee eligibility. If eligible, the IDOH Chief of Staff and Chief Communications Officer will review for overall appropriateness and make a decision after others have signed off.

Recognition

Each awarded employee will receive notification from their nominee or agency leadership.