

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

Policy Number: HR-2-13

Effective Date: October 1, 2020

Version: 2.0

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

[Financial Management Circular 2020-2](#)
[State of Indiana Employee Handbook](#)

III. STATEMENTS OF PURPOSE

- A. Bonuses may only be issued under a defined program 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. All existing bonus programs, including previously approved programs, need to be re-evaluated by the SHC in light of the current financial situation. 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 employee’s regular day-to-day activities and assignments. Examples include:
 - a. An employee who uses initiative and creativity to solve a challenging problem.
 - b. An employee who volunteers for extra assignments during critical times while fulfilling all of the employee’s ongoing working duties.
 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 performance should be addressed by means of a merit increase or promotion.
- C. The spot bonus nomination should be submitted as soon as possible, preferably within 24-48 hours of the achievement.
- D. In order to qualify for the DCS Spot Bonus Program, the nominated employee must meet the following criteria:
1. Be an active DCS employee at the time of spot bonus;
 2. Have completed his or her working test period;

3. Not be on a written performance improvement plan or have had discipline in the last six (6) months prior to the nomination; and
4. Be successful in meeting all performance expectations and competencies.

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

- D. The [Team Member Recognition Spot Bonus \(SF 57005\)](#) will be used to nominate a DCS employee.
- E. The approved [Team Member Recognition Spot Bonus \(SF 57005\)](#) will be submitted to DCSBonusProgram@dcs.in.gov.
- F. The nomination process is to remain confidential until all approvals are obtained.
- G. The employee's immediate Supervisor or Department Manager will notify the employee of the spot bonus.
- H. All spot bonuses are considered taxable income and will be reflected on the employee's income earning statements.

IV. PROCEDURE

- A. The [Team Member Recognition Spot Bonus \(SF 57005\)](#) will be used to nominate an employee.
 1. For a spot bonus of \$250 and \$500, the [Team Member Recognition Spot Bonus \(SF 57005\)](#) must be completed by the requestor and approved by the following:
 - a. Hiring Manager of the nominee's department,

Note: For field staff, the spot bonus must be approved by the Local Office Director (LOD) and Regional Manager (RM).
 - b. Division Director of the nominee's division, and
 - c. State Personnel Department (SPD) liaison.
 2. For a spot bonus of \$750 and \$1,000, the [Team Member Recognition Spot Bonus \(SF 57005\)](#) must be completed by the requestor and approved by the following:
 - a. Hiring Manager of the nominee's department,

Note: For field staff, the spot bonus must be approved by the LOD and RM.
 - b. Division Director of the nominee's division,
 - c. SPD Liaison, and
 - d. DCS Chief of Staff.
- B. The [Team Member Recognition Spot Bonus \(SF 57005\)](#) will be submitted by the SPD Liaison to DCSBonusProgram@dcs.in.gov.
- C. Once approvals have been obtained, the employee's immediate Supervisor or Department Manager will notify the employee of the spot bonus.
- D. Denials of a spot bonus may occur if any of the designated approvers denies the

request. The requestor and all previous approving parties will be made aware of the denial and the rationale by the individual denying the spot bonus.

V. FORMS/TOOLS

[Team Member Recognition Spot Bonus \(SF 57005\)](#)

DATE: 9/3/2020

Eric Miller, Chief of Staff

Department of Child Services

A signed copy is on file.