



Eric Holcomb, Governor
State of Indiana

Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

FSSA Spot Bonus Program

Purpose

The purpose of program is to provide a standard process for the nomination and the approval of any FSSA staff member for the Spot Bonus Program. The Spot Bonus Program was initiated as a means to recognize, promote productivity and to reward employee for exceptional work performance, which may result in helping to save state money, perform work more effectively, going above and beyond an employees' normal work duties and/or finding better was to operate state government.

This guidance will be in effect for all employees who work with the division of FSSA.

Guidelines

The approval of the nomination will lead to a one-time sum amount ranging from \$100 to \$1,000. Although an award dollar amount may be suggested, the final award amount will be evaluated by the FSSA secretary or their designee based on the submitted justification. Individual and/or group contributions may be recognized.

Awarded employees will also receive a certificate for their achievement and acknowledgement in their divisions' all-staff meetings.

Eligibility

Employees must have been employed by this agency for at least six months, and at the time of receipt of the bonus they must still be an agency employee within state government. Employees currently under a Work Improve Plan or received a Does Not Meet for their last performance appraisal would not be eligible for nomination.

Agency employees are eligible for the Spot Bonus Award only once per calendar year.

Nomination and award process

Employees may be nominated by co-workers or by their supervisor. Any nomination that is sent to the FSSA secretary or their designee for approval must have the signature support of the nominated employee's supervisor and division director.



Those nominating an employee for the Spot Bonus Program would need to complete an application. Applications can be found on the FSSA Hub.

The applications would then need to be signed by the employees' supervisor, division director and then finally approved by the FSSA secretary or designee. The approved application will then be sent to the FSSA Human Resources Division to turn in the form. The bonus will be processed to the recipient and a copy of the original nomination form will be filed in the employee's personnel file.