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State of Indiana

Indiana Family and Social Services Administration

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Policy Title	FSSA Spot Bonus Program
Effective Date	October 14, 2024
Approval	 Dr. Daniel Rusyniak Secretary, Family and Social Services Administration
References	Indiana State Personnel Department Spot Bonus Policy

Purpose

The FSSA Spot Bonus Program provides a standard process for the nomination and approval of any FSSA staff member in good standing for recognition. The program encourages agency divisions and departments to recognize and reward employee performance as authorized by the State Budget Agency and the Governor. The following program description is intended to implement the program consistent with the State Personal Department's (SPD's) Spot Bonus Policy and the State Budget Agency's (SBA's) Financial Management Circulars, to the extent there are any inconsistencies SPD and SBA guidance should supersede.

Guidelines

The approval of a spot bonus nomination will lead to a monetary award ranging from \$100 to \$1,000. The final award amount will be evaluated and determined at the approving authority's discretion.

- No individual spot bonus can exceed the gross amount of \$1,000 without additional approval required under FMC 2.2.
- No nominee may be awarded more than \$2,000 in gross spot bonus payments in any state fiscal year.

The Deputy Secretary / Chief of Staff, in partnership with the Director of Administrative Services, is responsible for ensuring compliance with the parameters outlined by the SPD and SBA, as well as for reporting spot bonus payments and measuring program efficacy.

Eligibility:

- Employees must be currently employed by FSSA for at least three (3) months.
- Employees currently under a Performance Improvement Plan or who received an overall rating of "Does Not Meet" for their last performance appraisal are not eligible for recognition under the Spot Bonus Program.
- Employees can be nominated multiple times during the fiscal year, however, as noted above they can not receive more than \$2,000 in gross spot bonus payments in any fiscal year.



Nomination:

- 1.) Any state employee may nominate another state employee for a spot bonus, including management officials responsible for approving the spot bonus. State employees may not nominate themselves.
- 2.) All nominations should be made on the updated FSSA Spot Bonus Nomination form located on The Hub. The updated form reflects an October 14, 2024, effective date.
- 3.) The nomination form should include robust justification supporting the nomination and provide specific examples and details. Possible reasons include, but are not limited to:
 - a. Demonstrated exceptional performance in their role on a particular matter, such as completion of a project ahead of schedule with results that exceed expectations;
 - b. Absorbed and successfully performed additional workload for a temporary period, considering any temporary pay adjustments issued for work performed beyond four (4) weeks as required by 31 IAC 5-5-1, the Compensation Policy, or the Classification Plan and Position Management Policy;
 - c. Accomplished a task or project that falls outside or beyond the scope of the employee's regular day-to-day tasks and assignments;
 - d. Provided exceptional customer service;
 - e. Improved a key process that improved operations or service-delivery; or
 - f. Achieved fiscal savings for the State of Indiana
- 4.) Nomination Forms must be approved by the Nominee's supervisor before submitting to the designated approving authority.
- 5.) A nomination is not a guarantee that a spot bonus will be issued to the nominee.

Approval:

- 1.) The following describes who has authority to approve a nomination form based on the recommended award amount:

Award Amount	Approving Authority
\$100	Nominee's Supervisor
\$250	Division/Department Director
\$500	FSSA Secretary or Designee
\$750	
\$1,000	

- 2.) Only a designated Approving Authority may approve the issuance of a spot bonus. At the Division/Department level, the division or department's director is the Approving Authority.
- 3.) Spot bonuses and their value are at the discretion of the approving authority. If necessary, approving authorities are encouraged to request additional information to support the justification.
- 4.) If a spot bonus is denied, the approving authority must inform the nominator of the decision.
- 5.) If a spot bonus is approved, the approving authority should forward the approved and signed nomination form via email to FSSASpotBonus@fssa.in.gov.
- 6.) Nomination forms that must be approved by the FSSA Secretary or their designee should be sent via email to FSSASpotBonus@fssa.in.gov. Please be sure the nominee's supervisor has signed off indicating their approval before sending.

Payment and Notification Process:

- 1.) On a routine basis, nomination forms received through FSSASpotBonus@fssa.in.gov are processed as follows:
 - a. For Spot Bonus Nominations with an award amount below \$500:
 - i. Review and ensure the nomination form is complete including the nominee's correct PeopleSoft ID (PSID) and the specific award amount.
 - ii. Ensure the nominee's supervisor has approved/signed the form.
 - iii. Ensure the designated approving authority has approved/signed the form.
 - iv. Enter the details of the nomination on the Spot Bonus Tracking form maintained by the Director of Administrative Services.
 - v. Forward the completed and signed nomination form to FSSA Payroll via email for payment and cc the division/department director, the nominee's supervisor, and the FSSA Human Resources Director.
 - b. For Spot Bonus Nominations with an award amount of \$500 or above:
 - i. Review and ensure the nomination form is complete including the nominee's correct PSID and the specific award amount.
 - ii. Ensure the nominee's supervisor has approved/signed the form.
 - iii. Forward to the Secretary or their designee for review and approval.
 - iv. When the approved nomination is received from the Secretary or their designee, enter the details of the nomination on the Spot Bonus Tracking form maintained by the Director of Administrative Services.
 - v. Forward the completed and signed nomination form to FSSA Payroll via email for payment and cc the division/department director, nominee's supervisor, and the FSSA Human Resources Director.
 - c. FSSA Payroll will process payment and will notify the supervisor of the date on which the bonus will appear on the employee's paycheck.
 - d. Nominee's supervisor notifies the employee of the spot bonus only after it has been approved and processed through FSSA Payroll.
 - e. All spot bonus compensation is subject to income tax withholdings and any regular percentage of benefits withholding.
 - f. All spot bonuses must be issued using the Agency Spot Bonus (ASB) earning code in PeopleSoft Payroll.

Forms and Resources:

- FSSA Spot Bonus Nomination Form
- [SPD Spot Bonus Policy](#)
- [Financial Management Circular 1.1, January 1, 2024](#)