

Approvals for Spot Bonus

Spot Bonus Approvals will come through to Division Directors to AC/DC to CoS/CCO

- The current way it is set up is as follows:
 - Submitter
 - Division Director will approve first via teams.
 - You will get a notification in teams/email and you will see respondent's responses
 - Division Directors who submit for someone in their division will get the approval, so please approve it when you submit the form
 - If you deny there is an option for you to send feedback to the submitter
 - Assistant Commissioners will need to approve – via teams
 - You will get a notification in teams/email and you will see respondent's responses
 - If you deny there is an option for you to send feedback to the submitter
 - Once AC approves it is routed to both Chief of Staff and Chief Communications Officer
 - Greta and Jon will approve or deny
 - Just like the previous approval there is a place for comments and if denied there will be an email going back to sender
 - It will notify Chief of Staff and Chief Communications Officer in an email and by teams for approval.
 - Then it will be finally routed to Payroll and HR for confirmation that the spot bonus has been approved.
- *NOTE* if an AC or DC submits for a Division Director, the AC/DC will need to put their own in BOTH who's the Division Director and AC/DC question line.