

Spot Bonus Recognition Program

The Indiana Department of Health Spot Bonus Recognition Program was created to recognize and reward employee performance as an integral method to achieving a high-performing and engaged workplace culture, and retaining an engaged workforce which is central to delivering great government service.

Spot Bonus parameters:

- A spot bonus is a one-time lump sum payment paid on an employee's paycheck (subject to taxes and other deductions) following approval.
- Any state employee who has more than three (3) months of service can be nominated by any other state employee.
- Performance and discipline will be considered as part of the approval process.
- No individual spot bonus can exceed \$1,000.
- Individuals are limited to a gross maximum of \$2,000 in spot bonuses per fiscal year.
- Policy Reference: [Statewide Spot Bonus Policy \(in.gov\)](#)

While not all inclusive, the following chart provides examples of various scenarios with a suggested monetary amount.

Spot Bonus Amount	Example Behaviors (<u>not</u> exhaustive)	Spot Bonus Amount	Example Behaviors (<u>not</u> exhaustive)
\$250	• Completed an important project early resulting in better outcomes • 5+ customer accolades in 90 days • Saved the state > \$1,000	\$500	• Improved a key process that reduced turnaround or processing times • Large-scale project completed successfully • Saved the state > \$5,000
\$750	• Absorbed workload temporarily from another employee for several months • Organized 5+ years of historical records on top of assigned duties • Saved the state > \$10,000	\$1000	• 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.



Approval Process

Nominator

The Spot Bonus Nomination Form can be found [here](#) under "Spot Bonus Recognition Program."

Approvers

The completed form will automatically be routed to the Division Director, Assistant Commissioner, Communications Director and Chief of Staff for approvals.

Recognition

Each awarded employee will receive notification from their agency leadership.