Facilities Management Procedure
Weber State University
Procedure Number: P02
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Facilities Management Spot Award Guidelines

Description:

This procedure provides and outline of how spot awards will be administered in Facilities Management.

References:

Division Guideline Recognition for Outstanding Performance

Definitions:

Spot Award: An immediate, non-monetary gift that a supervisor uses to recognize an Administrative Services staff member (including part-time/hourly employees). Types of spot awards include: gift certificates, clothing items, event tickets, etc.

Responsible Party:

Director of Facilities Business Services or designee

Procedure:

Any employee in Facilities Management (FM) may be nominated for a Spot Award by giving an outstanding performance in the workplace. The following process ensures that Spot Awards are properly tracked and administered in FM:

1. A co-worker or manager observing an outstanding performance in the workplace will nominate the employee by completing the “Spot Award Nomination Form” found on the FM website under “FM Forms.”
2. The nomination form will be sent to the nominee’s manager. An email may be sent if email is preferred, in which case the email will include the following information:

   a. Employee’s name
   b. Date of nomination
   c. Nominee’s name
   d. Nominee’s manager/supervisor
   e. Reason for nomination

3. The cumulative amount for Spot Awards may not exceed $50.00 per employee per fiscal year, or the exceeding amount will be taxed. The FM Budget Clerk will review Spot Award log sheets for each month during the fiscal year to ensure the nominee does not exceed that amount.

4. The nominee’s superintendent or manager will purchase the Spot Award on a Purchasing card (P-Card).

5. The manager/superintendent will retain the receipt and sign for the award on the “Spot Award Log Sheet” at the time the award is given. The log sheet and receipt will be included in the documents for the manager/superintendent’s monthly P-card reconciliation.

6. The P-card Clerk will scan the Spot Award log sheets for each manager/supervisor and retain them in a folder for the fiscal year.