



TOWN OF SHALLOTTE

SPOT AWARD PROGRAM

SECTION 1: PURPOSE

The Town of Shallotte Spot Award Program is designed to recognize special contributions, as they occur, for a specific project or task. Spot Awards are generally for a special contribution accomplished over a relatively short time period. Town of Shallotte awards a Spot Award to promote productivity and to provide immediate and visible recognition of an employee's noteworthy contributions.

SECTION 2: AWARD CRITERIA

Spot awards are to be used to recognize employee contributions that have exceeded expectations. The employee contribution must be for an exceptional action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments. For example, the award could be for an employee who uses initiative and creativity to solve a challenging problem. It could also be for a one-time exceptional achievement that might not be otherwise noticed, such as volunteering for extra assignments during critical times while fulfilling all of the employee's ongoing work duties.

The spot award should be tied to a distinct action rather than awarded for a situation of consistently exceptional performance. The latter situation should be addressed by means of a merit increase, bonus or promotion.

SECTION 3: ELIGIBILITY

All Town employees on active pay status are eligible to receive spot awards.

Independent contractors and temporary employees, whether contracted by the company or through an agency, are not eligible under this policy.

SECTION 4: TIMING AND AMOUNT

Awards may be presented at any time during the year and should be awarded as soon as possible after the accomplishment or event in order to provide immediate recognition to employees.

The spot award will be in the amount of \$75.00 (or what is currently budgeted). All awards are considered taxable income and will be reflected on the employee's income earning statements. No exceptions will be made to the above monetary award limits.

Employees may receive up to two Spot Awards per fiscal year.

SECTION 5: PROCEDURE

The Town Manager or Department Heads have the authority to nominate employees for Spot Awards.

Spot award recommendations can be made by the employee's immediate supervisor. The Department Head will then forward the recommendation to HR via email to be reviewed for eligibility. HR will then send to the Town Manager for final approval.

Nominations will be accepted throughout the fiscal year. Nominations should generally be submitted within one (1) month of the accomplishment.

SECTION 6: REVIEW AND APPROVAL

Nominations will be reviewed for eligibility by the human resources department.

The supervisor or next level manager will endorse the nomination for approval. The decision-maker(s) designated by the Town Manager has approval authority for Spot Awards. Human resources will notify the nominator of the decision (approved or denied).

Approved nominees will receive an award certificate presented to the recipient by the Town Manager and supervisor.

SECTION 7: PAYMENT

The award is processed via a one-time payment reflected in the following paycheck. The Department Head or Supervisor should ensure that communication with the employee is coordinated so the recipient is informed of the award before it is deposited to their bank account. Providing an employee an award certificate will reinforce the Town of Shallotte's appreciation for the special achievement.