

Policies and Procedures

Title

Spotlight Award Program

HR Policy No: 50.001

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Revised: May 1, 2019

Purpose

To establish a “recognition program” whereby a supervisor can instantly recognize and reward an individual or group for specific achievements.

Applicability

All full-time full-year, full-time academic year, and part-time full-year employees.

Policy

Allow supervisors to immediately recognize employees who positively contribute to the betterment of the campus working environment.

Eligibility

All full-time full-year, full-time academic year, and part-time full-year employees are eligible to receive instant awards. Graduate assistants, work-study students, temporary, and on-call employees are not eligible.

Award Criteria:

The following guidelines are reasons to recognize and reward individuals:

- Implementing a new or modified business process that improves the productivity of a department.
Ex: New computer program to streamline time and be more efficient.
- Exhibiting special care or concern for other members of the College community.
Ex: Guiding and supporting students or staff through a difficult situation.
- Guiding or assisting students in service-related projects.
Ex: Working along with students who volunteer for various student service programs.
- Performing job related duties outside of the employee’s job description.
Ex: Theme baskets to be raffled off to employees at a departmental event.
- Organizing and implementing a department-wide program or activity.
Ex: Adopt a family and food drive during the holiday season.
- Completing a special task or project outside of the range of normal job duties.
- Displaying a positive attitude and continually building morale and team spirit.

Maximum Number of Awards per Person:

Two (2) per fiscal year

Award Process

The supervisor completes the online Employee Spotlight Award form noting the recipient of the award and the reason(s) for requesting the award, the form then is forwarded electronically to the office of human resources for review. Human resources will generate a congratulatory award card for the supervisor to present to the employee. The employee will identify his/her choice of award certificate. The office of human resources will forward the gift certificate to the employee.

The online Spotlight Award form can be accessed on the HR web page at <https://friarsprovidence.sharepoint.com/HR/Pages/spotlight-award.aspx>

Award Description:

Employees may choose an award from the following list:

1. \$50 on PC identification card
2. \$50 Showcase Cinemas gift card
3. \$50 Whole Foods Market gift card
4. \$50 Stop and Shop gift card
5. \$50 Dunkin Donuts gift card
6. \$50 Starbucks gift card
7. \$50 Target gift card
8. \$50 Dick's Sporting Goods gift card
9. \$50 donation to the Providence College fund of their choice

Tax Implications

Internal Revenue guidelines require that gift cards be taxed by the employer.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.