



UA On-the-Spot Award Policies and Procedures

This program is open to all University Advancement employees, including decentralized units and Colleges, and CSU Foundation employees.

The purpose of the UA On-the-Spot Award is to recognize excellent performance as soon as possible (“On the Spot”) with an award (gift card) of the recipient’s choice. **Employees must have made a significant contribution to the greater good of the division beyond that which is normally encompassed in their job responsibilities to receive the award.**

Each Executive Team leader will receive between 6-10 “Celebrating Excellence” vouchers per year that may be exchanged for \$50 gift cards by the award recipients. (Vouchers will be allocated according to the number of staff within each UA area.)

The following process will be used to nominate, select, and award the gift cards:

1. When a UA employee observes a UA/CSUF staff member making a significant contribution to their unit or the division, he/she may nominate the staff person for an “On-the-Spot Award.” Nominations should be submitted **within one week and no later than two weeks** from the time the nominee demonstrated excellent performance.
2. Effective Feb. 1, 2016, nomination forms may be found on the “Supporting Colorado State” website under *Staff Resources–Employee Tools*. Completed nomination forms must be emailed to Angie Curtis, Assistant Director for TMTS and UA Operations.
3. **Within 24 hours**, the nomination will be forwarded and reviewed by the nominee’s respective UA Executive Team leader. If the E-Team lead approves the award, Angie Curtis will alert the nominator and the nominee’s supervisor.
4. Angie Curtis will provide the nominee’s supervisor with an award packet (Certificate of Recognition signed by VP Brett Anderson, “Celebrating Excellence” voucher, and a copy of the nomination).
5. The nominee’s supervisor, along with the nominator, will present the award packet to the nominee.
6. The nominee is responsible for exchanging the voucher for a gift card of choice. Jon Walter, UA Director of Business and Financial Services, will manage and document this process.
7. Every month, “On-the-Spot Award” recipients will be announced in the UA newsletter and at the quarterly divisional meetings.

****Gift cards are considered as part of CSU employee’s compensation and subject to taxes by the IRS. Additional tax may apply and will be reflected on the employee’s pay stub.***