



## University of Massachusetts Medical School "Spot Awards" Manager Nomination Form

This is an opportunity to recognize a benefited staff employee with one year or more of UMMS service for "above and beyond" performance, service or extraordinary behavior. Nominations for a "Spot Award" must be approved before communication to employee. Upon approval, the manager may announce the "Spot Award" to the employee, who will present them with a Thank You Card and Lunch Voucher, or for the Appreciation Award, will be instructed by the manager to select their gift from pictures on the Recognition website and electronically submit the request.

### **Nomination Eligibility**

#### **Confirm Eligibility:**

This nominee is a benefited staff employee with one or more years of UMMS employment:  (check if eligible)

#### **Gift Criteria (select one – see descriptions below):**

**"Lunch on Us Award" (\$10 Cafeteria Card Gift):** (*reward for a single occurrence of a performance, service or extraordinary behavior - examples below*)

- Volunteering to help another or provide exceptional service
- Working beyond their assigned work schedule to complete a time sensitive project
- Working beyond their assigned work schedule to complete a time sensitive project

**"Appreciation Award" (Choice of UMMS Gift):** (*reward for multiple or consistent performances, services or extraordinary behavior - examples below*)

- Consistent demonstration of the activities/behaviors cited above (multiple occurrences over time)
- Accomplishment of an activity/project with substantial impact on a group or department

**Name of Nominee:** \_\_\_\_\_

**Nominee Department:** \_\_\_\_\_

**Manager of Nominee:** \_\_\_\_\_

**Manager Nominating this Employee (if different):** \_\_\_\_\_

#### **Explain the reason for requesting this Spot Award:**

- Nominations for the same employee are limited to once in a 6-month period.
- Please Note: Nomination for a Spot Award is not part of the employee Performance Appraisal process and does not affect the rating process.
- Please email this completed form by clicking the "**submit**" button (top right corner above). This form will be electronically delivered to HR Compensation for approval.
- Questions may be directed to Nancy Sinasky in Compensation at x6-8702.