



<b>Policy Title</b> Spot Bonus Policy	<b>Original Adoption Date</b> 07/01/2016	<b>Policy Number</b> HR-753
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Chief Human Resources Officer	
<b>Policy Statement</b> A Spot Bonus is a monetary reward given to recognize employees for exceptional contributions in the performance of special projects of significant importance; organizing/implementing an innovation that improves efficiency, reduces costs or increases revenue. Spot bonus payments are not entitlements nor should be considered automatic results of performing regular duties on a day-to-day basis.  Spot bonus payments are discretionary in nature, are delivered after the fact and are based on recommendation from supervisor or other peers.		
<b>Reason for Policy</b> To recognize employees for exceptional contributions to the College.		
<b>Historical Data, Cross References and Legal Review</b>  <b>Reviewed/Revised: 07/01/2016</b> <b>Legal Counsel Review and Approval: N/A</b> <b>Board Policy: III.B. People Treatment, III.C. Compensation and Benefits</b>		
<b>Definitions</b>		