**Biosciences SPOT Awards Guidelines**

Purpose

The purpose of the Spot Recognition Award program is to acknowledge and reward outstanding individual and/or team workplace contributions that occur on a day-to-day basis. Contributions should positively impact the stewardship, quality, cost, service, safety, or resource utilization of an organizational unit, team, or department. Examples are below. (For safety-related recognition, please see the Safety Spot Award Program Guidelines below)

Award Eligibility

* All employees, including those who have Faculty appointments with the Lab and a UC Campus, are eligible to receive a Spot, except members of the UC Executive Program.
* Non-employee categories ineligible for a Spot are Laboratory affiliates (guests), visitors, and contract labor.
* In addition to meeting the above eligibility requirements, employees must be actively at work during the time of the accomplishment. This would include employees that are on an approved leave of absence when the nomination is submitted for review and when the checks and certificates are distributed.
* Spot awards for individuals who are direct reports to the Laboratory Director may require approval by the President of the University of California.

Award Amount

The net SPOT Award amount an individual may receive is $25, $50, $75, $100, $150, $200, $250, $300, $350, $400, $450, $500, $750, $1,000, or $1,500. Division/ Departments must ensure that no employee receives more than $2,000 in a fiscal year cycle. The recipient of an individual or team award receives the actual amount of the award, and the award is paid on the employee’s regular paycheck.

Award Cost

Division/Departments must charge the gross award costs (gross cost = includes payroll taxes) to their own budgets, such as a project budget or operating budget. In the case where a division/department is nominating an employee from another division/department, the “home” division/department must be notified in advance of award approval, since the net award cost will be deducted from the “home” division/ department’s Spot award allocation. If the nominating and home divisions agree, allocation can be moved from the nominating division to the employee’s home division to cover the net award cost; please contact Compensation to move allocation amounts.

Taxes and Benefits

A Spot Recognition Award can affect taxes and benefits in the following ways:

* All awards will be grossed up for income tax purposes and will appear on the employee’s W2 statement as income earned.
* A Spot Recognition Award does not increase an employee's base pay rate. Therefore, the amount of an award will not be included in the calculation of benefits provided for retirement or for AD&D, life, and disability insurance or for overtime payment for nonexempt employees.

Decisions on Awards

All Biosciences employees are welcome to submit nominations. The ALD or Division Director will review nominations and make approvals. All award recipients will be recognized by the nominating ALD and Division Director per their request.

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| **Monetary Awards** |  **Guidelines for Eligible (Berkeley Lab) Employees (See above)**  | **Examples** |
| **$25,$50** | * Going above and beyond expectations in a task that impacts own or immediate workgroups activities
* Limited duration, less than 30 day activity
* Individual contribution, but may be dependent on others to implement
* Team member contribution
 | * Idea for a DE&I Poster
* Special one-time award for day activity like most improved office space in the cleanup event
* Team member on a special event that was developed and implemented in a short time period, key group lead in the Safety Clean Up event.
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| **$75,$100** | * Extra attention to detail that results in higher quality output that impacts Activity Area
* Proactive in identifying solutions to new challenges
* Overall coordinator for a committee that is improving the Division in some way.
* 1-3 months in duration.
* Low complexity, limited coordination
 | * Chair or Co-Chair an initiative similar to the Annual Clean Up event.
* Lead a new software development initiative of limited duration.
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| **$150, $200,$250, $300,$350, $400, $450** | * Devising new processes or activities that have Program-wide impact
* Demonstration of significant creativity, innovation, personal leadership
* Delivery of substantial scientific achievement or body of work that goes beyond expectations
* Play a key leadership role in an activity of duration of 4-12 months
* Team member on a high level of complexity project with a longer duration of implementation, usually > 1 year.
 | * Chair or Co-Chair activity for an important initiative. 4-12 months in duration.
* Moderate coordination activities,
* Key contributor in a roll out of a major system enhancement or software development project that spans >1 year.
* Implementation of a production line improvement/project/process that saves time or funding resources.
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|  **$500, $750,$1000, $1500** | * One-time exceptional contribution or noteworthy achievement
* Consistently demonstrating outstanding leadership
* Having significant impact that translates across the Bioscience Division and beyond
* Leading a key initiative that requires complex coordination across internal and external organizations. Usually >5 stakeholders.
* Usually contributions span a period of greater than 1 year in duration. Exceptions may be for complexity of the coordination efforts over a shorter time period.
 | * Leading and completing a major program or software development effort. (ITS type initiative)
* Leading and coordinating a high visibility initiative, conference/meeting with many internal and external stakeholders (>5).
* Serving in a high visibility interim role for greater than 3-12 months to meet Division mission objectives.
* Leading a new end to end production line process.

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**Lab Safety SPOT Awards Guidelines**

1. Introduction

Lawrence Berkeley National Laboratory (Berkeley Lab) is committed to cultivating a safe work place. This commitment involves promoting a culture that consists of shared beliefs, practices, and attitudes regarding the importance of safety. Berkeley Lab recognizes efforts that go above and beyond in the safe performance of work to protect the public, workers, and the environment.

2. Purpose

The Environment/Safety/Health (EHS) Division’s Safety Spot Program acknowledges and rewards:

* Outstanding employees and/or teams that promote a strong safety culture, and
* Employees who identify, prevent, or correct a safety issue that may affect an organizational unit, team, department, or the broader laboratory community.

Note: The EHS *Safety* Spot Award is a separate program from Berkeley Lab’s Spot Award, which recognizes achievements other than for safety. In any single fiscal year awardees may be nominated for both a Safety Spot and a Spot Award, but the awards must be for unrelated actions.

3. Nomination and Award Amounts Criteria

Anyone working at Berkeley Lab can nominate a co-worker for a certificate. Monetary awards, however, are based on criteria listed in Table 1; for details see Section 4 for eligibility requirements and Section 6 for the nomination and approval process.

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| **Table 1** |
| **Certificate Only** | * Anyone in any employment category working at Berkeley Lab can nominate and be nominated for promoting the Berkeley Lab’s safety culture
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| **Monetary Awards** |  **Criteria for Eligible Berkeley Lab Employees (See Section 4 )** |
| **$25-$50** | * Reporting an unsafe work condition
* Submitting a safety suggestion that will be implemented
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| **$75** | * Witnessing, reporting, and resolving an unsafe condition
* Being proactive in safety initiatives
 |
| **$100-150** | * Improving a process (*e.g.* finding a safer alternative, devising or engineering controls to remove a hazard)
* Identifying previously unrecognized hazards
 |
| **Variable, up to $500** | * Consistently demonstrating outstanding leadership
* Suggesting or implementing a significant safety culture promotion
* Improving Berkeley Lab’s environmental performance
 |

4. Eligibility

Certificate Only

Anyone working at Berkeley Lab can nominate and be nominated to receive a Safety Spot Award Certificate. See section 6 for the nomination and approval process.

Monetary Award

Human Resources (HR) reviews eligibility for consideration.

The following worker categories are **NOT eligible for monetary awards:**

* Non-Berkeley Lab employees (*e.g.* employees of the University of California (UC) Executive Program, subcontractors, affiliates, guests, students)
* Berkeley Lab employees whose job description includes safety responsibilities (*e.g.* EHS Division employees, division safety coordinators, safety managers, and safety technicians)
* Union Berkeley Lab employees when a wage agreement is not in place for that bargaining unit

The following Berkeley Lab employees **are eligible**:

* A Berkeley Lab employees actively at work during the time of the accomplishment who does not fall into any ineligible category as listed above. (Eligibility is not affected by being on an approved leave of absence when the nomination is submitted for review and when the check and certificate is distributed.)
* Employees in a union-represented bargaining unit are eligible when a wage agreement is in place for that bargaining unit.
* Note: An award to an Berkeley Lab employee who is a direct report to the Berkeley Lab Director may require approval by the UC president.

5. Monetary Award Amount and Cost Allocation

The award amount is determined by the Safety Spot Award Committee according to the criteria listed in Table 1, and the net amount an eligible employee may receive is up to $500. Human Resources reviews each award to ensure that this award does not conflict with any other awards received during the fiscal year. For instance no employee may receive more than $2,000 in both Spot and Safety Spot awards combined in a fiscal year.

The Award is funded through the Berkeley Lab Safety Spot Award Program allocation. The monetary award is not charged to the nominating individual’s division or department.