

**LEHIGH UNIVERSITY SPOT BONUS  
NOMINATION FORM**

**SPOT BONUS PROGRAM GOAL AND CRITERIA**

Provide special recognition to exempt and nonexempt salaried employees who have accomplished an extraordinary achievement within the workplace. Spot Bonus recipients' contributions will be tied to one of the seven goals from Lehigh University's *Agenda for Academic Leadership* and recipients and their accomplishments will be shared with the rest of the staff as models of outstanding performance. Such achievements might be described as:

- Performance substantially beyond expectation on a specific assignment, task, or goal
- Contributions that have a significant impact on department or university objectives
- Extraordinary efforts above and beyond the normal responsibilities of the position.

The achievement should be a discrete series of actions over a finite period of time that helps to identify it as a special situation that rises significantly above the norm. Accomplishments may often be quantified as to the results they produced. The recognition will be in the form of a one-time cash bonus payment. Approved bonuses will be distributed on a timely basis through out the year.

**ELIGIBILITY**

All Lehigh University exempt and nonexempt salaried staff (excluding leased employees and affiliated organizations) are eligible. Awards can be on an individual or team basis. All nominated staff must have received a performance review in the past year. Senior level administrators serving in non-classified positions are not eligible.

Individual to be nominated	
Job Title	
Department	
Date of last performance review	
Team to be nominated	
Number of team members <i>(provide a list of team members with their job titles, departments, and date of last performance review on a separate page)</i>	

**Attach a brief narrative describing how the individual nominee or team met the above criteria. Please be specific.**

**BONUS AMOUNT**

The **Spot Bonus Award Committee** will determine the bonus amount. The size of the awards will vary based on the achievement, but will be no less than \$300. To maintain consistency, bonuses will be set at a few standard net amounts - \$300, \$600, \$1,200, \$1,500, and \$3,000. To stretch the pool, departments may contribute to the award in a one-to-two ratio.

My department would like to contribute to the bonus. Yes  No

If yes, please indicate funding source: \_\_\_\_\_ The **Spot Bonus Award Committee** will contact you regarding the bonus amount.

**Approvals – Please obtain approvals from all levels of your organization prior to submission to Human Resources**

**Immediate Supervisor** – Please provide a brief statement in support of this nomination

---

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(Print)**

**Department Head** – Please provide a brief statement in support of this nomination

---

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Print)**

**Dean or Vice President** – Please provide a brief statement in support of this nomination

---

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Print)**

**Provost** – Please provide a brief statement in support of this nomination

---

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Print)**

**Nominations should be submitted to:**  
***Lehigh University Spot Bonus Committee***  
***c/o Human Resources, 428 Brodhead Avenue***

*To be completed by Spot Bonus Committee*

Date received \_\_\_\_\_

Bonus Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Bonus Amount \_\_\_\_\_

Funding from University \_\_\_\_\_ Funding from Department \_\_\_\_\_