

INSTANT AWARD PROGRAM FAQ's

What is the purpose of the Instant Award Program?

The Instant Award Program is intended to give employees an opportunity for the CEO to recognize employees whose actions or accomplishments are beyond the employee's regular day to day activities and assignments.

What is an Instant Award?

An employee can receive an Instant Award for exceptional achievement that might not be otherwise noticed. An employee may be nominated for an Instant Award by the employee's Department Director, immediate supervisor, or co-worker. The recommendation for the Instant Award will be made to the CEO and upon CEO approval, a cash award of up to \$100 will be awarded to the employee. The employee will also be highlighted in the WorkWell newsletter.

Who is eligible for an Instant Award?

The nominated employee must be:

- An active full-time and part-time employee
- In good performance standing and is free of disciplinary action in the last six months
- Approved by the department director in order to be eligible for an award

What is the criteria to receive an award?

Awards are given on an individual basis. Contributions or activities that can earn a nomination for an Instant Award can be described as:

- Performance substantially beyond expectation on a specific assignment, task, or goal
- Contributions that have a significant impact on department goal
- Extraordinary efforts above and beyond the normal responsibilities of the position in order to meet customer or stakeholder expectations
- Demonstrating BCHD core values in the moment during critical times or high stakes situation

And remember, be judicious in your nomination and ensure the employee completely meets the criteria listed in order to receive an instant award.

When do you receive an Instant Award?

The award is meant to be presented to the employee within one week of the activity warranting the award. The deadline to turn in all nominations is within 48 hours of the activity warranting the nomination.

Can one employee receive more than one Instant Award?

Yes. Please note that while multiple instant awards per year for the same employee are possible, priority will be given to first time winners.

INSTANT AWARD PROGRAM

I know someone who is perfect for an Instant Award! What is the process?

The first step is to fill out a nomination form! Here is the process of how the Instant Award works:

- 1. Employee completes a nomination form by:**
 - a. Submitting an online form by [clicking here](#)
 - b. Completing the form attached to this FAQ and returning it to Charlie Velazquez, Executive Assistant to the CEO at charlie.velasquez@bchd.org
2. Executive Assistant to the CEO routes the form for approval through that employee's department head, HR and the CEO
3. The CEO decides whether the nomination will receive an Instant Award and approves an amount up to \$100.00.
4. If receiving an award, the Executive Assistant to the CEO will coordinate the CEO, the employee's department head and the nominator to recognize and award the employee receiving an Instant Award!
5. If not receiving an award, Human Resources will connect with the nominator regarding the nomination.

Who do I contact if I have a question about this program?

Feel free to reach out to the following staff:

Megan Vixie

Director of Human Resources

(310) 374-3426, ext. 137

megan.vixie@bchd.org

Charlie Velasquez

Executive Assistant to the CEO

(310) 374-3426, ext. 213

charlie.velasquez@bchd.org

**INSTANT AWARD PROGRAM
NOMINATION FORM**

Nominated Employee _____	Nominator: _____
Job Title: _____	Date: _____
Department: _____	_____

Please provide a brief narrative how the nominee met the criteria. Please include date of occurrence warranting nomination.