On the Spot Award Policy

1. History

The On the Spot recognition program began in the fall of 2008 through an initiative created by Facilities Services (FS) and Project Management and Construction Services (PMCS). At the time, Business and Financial Services (BFS) was a part of Campus Planning & Facilities Management (CPFM). BFS continues to participate in this program because we value and importance of recognizing employees immediately when something outstanding has been accomplished.

2. Eligibility

All benefits eligible positions are eligible to receive an On the Spot Award with the exception of the Senior Leadership Team. An individual or group may be eligible for an On the Spot Award if the employee(s) goes above and beyond their regular job duties and it warrants an “on the spot” recognition.

Below are a few examples of employees being recognized for their efforts:

    This award is being given to Sam for his swift response to a small fire within our warehouse unit. Without his efforts it is likely the warehouse would have had extensive damage. Thank you for you brave action.

    Joe was a great help and assisting one of our customer departments unload a truck. We were short staffed and Joe stepped in even though it’s not part of his regular job duties. He has a great attitude and it’s a pleasure to work with. Thank you!

    Mary is our top performer with the lowest percentage of error rates on vouchers returned for corrections. Overall for the fiscal year only 61 out of 1180 vouchers processed were returned. 3rd quarter being the lowest percentage with 13 out of 527 returned. Keep up the good work!

3. Nomination Process

Business and Financial Services (BFS) employees can be honored for their exceptional workplace efforts “on the spot” by their peers, customer departments, supervisor, manager, AD, or director.
If you would like to nominate someone, be sure to notify the individual’s direct supervisor. It is important for the supervisor to know when their staff is being recognized. The supervisor will forward your nomination to the director for review.

On the Spot Award cards can be found at the BFS Director’s Office (FC1 3.102N) and can be presented during a staff meeting or one on one. All recipients of this award will be recognized during quarterly all staff meetings.

4. Award

Employees who are awarded an On the Spot Award receive a card indicating the reasons why they were nominated, a UT gift from Procurement and Warehouse office (FC3 1.214), and eight hours of paid leave.

Leave is good for one 8 hour business day regardless of whether you work part-time or full-time and what your work hours are. Leave cannot be broken down in hours. Recipients have one year from the date award to use leave before it expires.