

## Table of Monetary and Non-Monetary Awards

Monetary Awards	Description	Eligibility	Procedures
<b>Extra Effort</b>	For significant one-time contributions; range from \$50 - \$10,000 +; Payment through direct deposit; No limit on the number an employee may receive; Maybe given at any time; Only one per contribution	All Federal employees as individuals or groups; May not be given to non-Federal employees unless the person has separated from the government and the contribution was made as a Federal employee	AD-287 with two levels of approval; Justification; Be aware of internal processing procedures; Paperwork is sent to HRD for processing
<b>Spot</b>	For routine every day extra effort and contributions that warrant small awards; Range from \$50 - \$750; Expedited payment through direct deposit; No limit on the number an employee may receive; Maybe given at anytime	All Federal employees as individuals or groups except SES; May not be given to non-Federal employees unless the person has separated from the government and the contribution was made as a Federal employee	AD-287 with two levels of approval; Justification; Be aware of internal processing procedures; Paperwork is faxed to HRD for processing
<b>Quality Step Increase (QSI)</b>	For outstanding performance during a rating cycle; Must have an "Outstanding" rating of record; Equivalent to a step increase; One per performance year and one within any 52 week period; QSIs to the 4 <sup>th</sup> and 7 <sup>th</sup> steps prolong an employees; current WGI waiting period by one year	All ratable employees except SES, ST, SL, WG, and those promoted or reassigned to different duties near the end of a rating cycle	AD-287 with two levels of approval; Original performance rating; Written justification; Be aware of internal processing procedures; Paperwork is sent to HRD for processing.
<b>Performance Bonus</b>	For recognition of performance during a rating cycle; Must have at least a "Fully Successful" rating of record; Amount cannot exceed 10% of salary; Payment through direct deposit; Limit one per performance year	All ratable employees, except SES non-career, are eligible	AD-287 with two levels of approval; Original performance rating; Employee Accomplishment report; Be aware of internal processing procedures; Paperwork is sent to HRD for processing

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<b>Non-Monetary Awards</b>	<b>Description</b>	<b>Eligibility</b>	<b>Procedures</b>
<b>Time Off</b>	<p>For specific contributions and accomplishments;</p> <p>Is an excused absence without charge to leave;</p> <p>Not appropriate for those in a “use or lose” status;</p> <p>Must be used within one year of effective date;</p> <p>Limit 40 hours per contribution and 90 hours per leave year for full-time employees, prorated based on work schedule for part-time employees;</p> <p>May not be transferred outside the agency, must use or forfeit;</p> <p>Supervisor of record must be consulted;</p> <p>May only use after award appears in NFC system, HRD to notify timekeepers</p>	<p>All Federal employees except SES and those on intermittent tours of duty</p>	<p>AD-287 with two levels of approval;</p> <p>Justification;</p> <p>Be aware of internal processing procedures;</p> <p>Paperwork is sent to HRD for processing</p>
<b>Token Item</b>	<p>For specific contributions and accomplishments;</p> <p>Value of item(s) should not exceed \$250;</p> <p>If possible, items should display agency or org logo;</p> <p>Operating budges may be used to purchase token items;</p> <p>Items should be appropriate for Federal recognition – avoid luxury items such as jewelry; Examples: portfolios, plaques, certificates, label pins, pens, paper weights, jackets, shirts, hats, etc.;</p> <p>Gift certificates and saving bonds are not considered token items and may not be purchased as award recognition</p>	<p>Anyone; including non-Federal persons</p>	<p>No documentation is required to be sent to HRD;</p> <p>Supervisor should keep a record of the purchase and keep an AD-287 on file to document the employee’s contribution or accomplishment in case of an audit;</p> <p>Proper purchasing procedures should be followed when procuring items – document “5 U.S.C. 4501-06” on paperwork as authority to purchase;</p> <p>Follow any internal procedures;</p> <p>HRD can provide catalogs and names of vendors used</p>