



Employee Rewards Program

Orion Consortium values hard work and exemplary performance on the contract. Our Rewards program provides recognition and incentives to employees who deliver high quality service to the customer. Rewards can be earned in two ways:

- Spot Awards
- IC Community Blue Surveys

Spot Awards:

Orion Consortium Spot Awards Eligible employees have an opportunity to be recognized for one-time special achievements, creating role models for others, and accomplishing noteworthy activities related to fiscal roles and duties.

Criteria

What may merit consideration for spot awards?

- Above and beyond - things that are clearly above the normal duties assigned to the individual's fiscal role
- Achievement - high levels of teamwork, results, and/or customer service related to fiscal roles and duties
- Collaboration - demonstrates outstanding teamwork in the achievement of campus or department fiscal responsibilities
- Initiative - demonstrates extraordinary resourcefulness related to fiscal duties and the ability to act and make sound fiscal decisions without direction from others
- Results-oriented - goes the extra mile to meet a critical fiscal deadline or deliverable
- Service - provides inspired service to students, faculty, staff or the public that goes beyond what is expected related to fiscal roles and duties
- Stewardship - implements or takes some action which significantly reduces fiscal risk on campus Awards

Spot Awards are awarded at the discretion of the Orion Consortium Directors to reward meritorious behavior, notable accomplishments or special achievements related to fiscal roles and duties and may be given as they occur or "on the spot." **All recipients of Spot Awards receive a \$25 performance reward and are recognized in our monthly newsletter.**

IC Community Blue Surveys:

Orion employees working onsite in client spaces have the opportunity to receive Blue Surveys. IC Community customers can complete a blue survey to recognize an Orion employee's excellent customer service. **Orion Consortium will reward such outstanding effort with a \$20 performance award for each completed blue survey they receive as well as recognition in our monthly newsletter.** When a blue survey is completed, Orion employees must complete the steps below to receive compensation for their survey:

- Employees must upload the completed survey to the documents section of their Orion Consortium GoCo account **within one (1) week** of receiving it.
- Employees may submit **no more than two (2) blue surveys per month, or a total of 24 surveys per year.**

As per IRS guidelines, all monetary gifts/awards are taxable and must be reported as taxable income to the employee. Reward compensation will be included in the paycheck following receipt of award.