

eMoney Excellence Award (EEA) Overview

Award Format: Semi-Annual

- Jan 1 – June 30 recognition period > July 15 award date
- July 1 – Dec 31 recognition period > January 15 award date

Purpose

The eMoney Excellence Award (EEA) is our highest recognition for individual achievement and is awarded semi-annually. This program allows our leadership team to recognize individuals at VP level and below for achievements that surpass the expectations of their roles, and those who have had an impact on our organization's mission, vision, and/or core values.

Eligibility

All full- and part-time company employees up to the Vice President level are eligible to receive awards. Independent contractors and temporary employees, whether contracted by the company or through an agency, are not eligible to receive an award.

Procedures

Award Criteria

The employee contribution must be for an action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments. For example, the award could be for an employee who uses initiative and creativity to solve a challenging problem. It could also be for a one-time exceptional achievement that might not be otherwise recognized, such as volunteering for extra assignments during critical times while fulfilling all of the employee's ongoing work duties.

The EEA should be tied to a discrete action rather than awarded for a situation of consistently exceptional performance. The latter situation should be addressed by means of a merit increase, bonus or promotion.



Award Amount

There will be 2 levels of awards:

- \$2,500 – Individual
- \$1,000 – Individual members of Team Submissions

All awards are considered taxable income and will be reflected on the employee's income earning statements.

Nomination Submission Process

- Management level employees have authority to recommend awards for their employees or a peer's employee.
- Nominations are due by the 1st of the month in which payout is to occur.

- **Example:** July 1st for the July 15th effective date

NOTE: Nominations should be provided throughout the recognition period vs. waiting until the end of the period.

- Nominated actions should be from current recognition period.
- No more than 1 individual and 1 team award per person/per year.
- All nominations will be reviewed by PX and our CLT for final decision.
 - **NOTE:** A submission of an award and/or recommendation of award amount does not guarantee either.
- Managers will be notified of the award decision and instructions for communication.