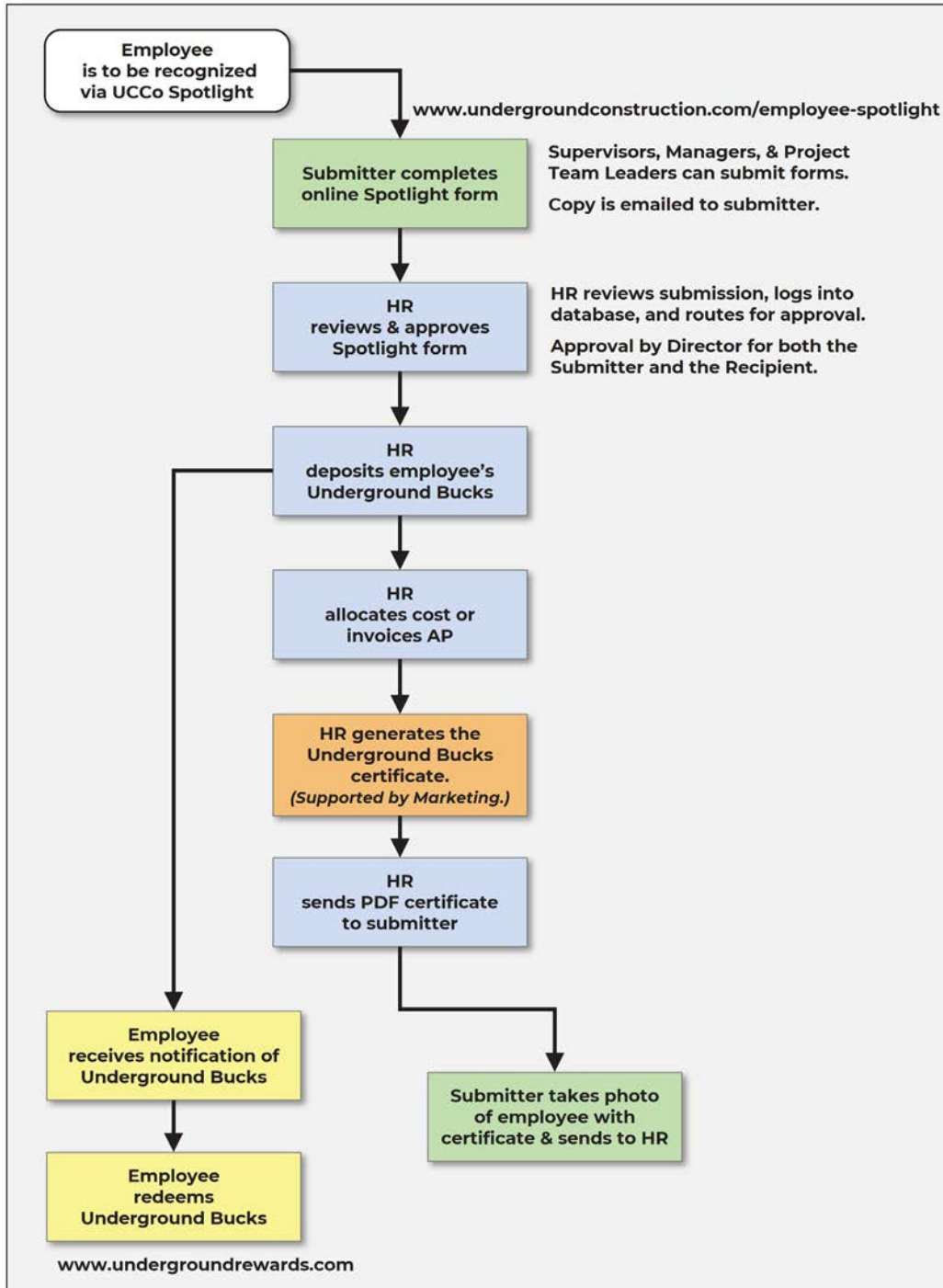


Program Goal

To recognize and reward Undergrounders for notable project efforts, activities, or other identified accomplishments.

Protocol



Frequently-Asked Questions

How Does the Program Work?

1. An employee is recognized via the Underground Spotlight Recognition program with Underground Bucks.
2. Underground Bucks are credited to an employee-specific Underground Rewards Store account.
3. Underground Bucks are available immediately after HR loads points into Underground Rewards Store.

Who Can Initiate Recognition?

- Supervisors, managers, and project team leaders can complete the Spotlight online form.

Where Can I Find the Spotlight Form?

1. Go to www.undergroundconstruction.com/employee-spotlight/
2. Complete the form online, including the name of the employee, justification, and amount of Underground Bucks to issue.
3. Click **Submit**.

How Can I Access the Underground Reward Store?

1. Go to www.undergroundrewards.com
OR
Go to www.undergroundconstruction.com and select **Store** from the top menu bar.
2. Log in to the Store.
3. Select **Underground Rewards**.

Responsibility Matrix

	Submitter	Human Resources	Manager/ Director	Marketing
Complete online Spotlight form	✓			
Review, log, and route submissions for approval		✓		
Review and approve Spotlight form			✓	
Deposit Underground Bucks		✓		
Allocate costs or invoice AP		✓		
Generate and distribute Underground Bucks		✓		
Take Photo of Underground Bucks recipient	✓			
Save in photo library				✓
Upload to SharePoint photo carousel and Momentum				✓

Underground Bucks Guidelines

These brackets serve as a guideline for awarding Underground Bucks. Managers and Directors are expected to use their best judgement during the approval process. The amount of awarded Underground Bucks are subject to change based on manager/director's decision.

20-50 Underground Bucks

- Active participation in Underground Academy modules
- Underground Academy Module Kahoot quiz winner
- Demonstrated department support outside of normal responsibilities
- Selected Momentum photo of the week

50-100 Underground Bucks

- Outstanding work performance
- Demonstrated leadership and initiative in project/assignment
- Contributed to the progress or success of project/assignment

100-200 Underground Bucks:

- Above and beyond safety preventions and actions
- Exceptional work performance and/or department support

More Questions?

Contact Underground HR for any questions regarding this program or process.

About this file:

- File Name: UCCo Initiative - Underground Employee Spotlight
- File Location: Sharepoint/UndergroundIntranet/OperationsSupport/UCCoInitiatives/UndergroundSpotlight
- Revision: 4/16/2024