



SPARK Program

Presented by:

The Engagement & Recognition Committee

What is a SPARK Award?

- Specific and immediate recognition for an individual, full-time employee demonstrating FM core values.
- Timely verbal recognition from awarding supervisor.
- Employee exchange of the SPARK card for a VISA gift card worth \$20.
- Published acknowledgement of the award.



Core Values

- Safety - We champion a culture of safety, ensuring a healthy, secure environment for all by taking proactive measures and fostering shared responsibility to protect everyone's well-being.
- Integrity - We behave in an honest, fair, and ethical manner. We display consistency and transparency in our words and actions. We model high standards of ethics. We do what we say we will do.
- People-Centered Service - We place people at the heart of everything we do—those who learn, work, and grow in our spaces, to include our fellow FM teammates. Our commitment is to provide responsive, thoughtful, and solution-driven service that supports the success and well-being of all we serve.
- Courage – We face challenges and make difficult decisions with strength, even in the face of uncertainty.
- Innovation – We embrace creativity, new ideas, and continuous improvement to solve problems and move forward.
- Accountability - We take full ownership of our decisions, actions, and results. We hold ourselves accountable for both the approach and the outcomes.



What is the goal of the SPARK program?

- Increase morale and employee engagement
- Immediately recognize individuals demonstrating FM core values
- This is a program of encouragement and recognition.



How do I issue a SPARK Award?

- All FM supervisors are issued a set of numbered SPARK award cards.
- Supervisor perceives behavior that aligns with our core values (or employee witnesses it and reaches out to a supervisor)
- Supervisor thanks the employee by citing the behavior and submits a SPARK story for review.
- The SPARK committee approves or sends it back for more information.
- The Supervisor can then present the employee with the SPARK card.
- The presenting supervisor can circle the Core Value(s) being recognized, and sign and date the card if they want.





Before giving a SPARK Award...

- The awarding supervisor must submit a web form to the Engagement & Recognition Committee. (The form is available via computer or mobile device.)
- The form lists all information about core values exhibited, employee, and date of the award to the FM Engagement & Recognition Committee for tracking. It includes a box where the card# can be included and a box to write a short summary of what the employee did. It shouldn't take more than two minutes to complete and submit.
- Supervisors must submit the web form and gain approval before issuing the SPARK Award.

Special Note

- The SPARK Award program is by necessity separate from end of year employee evaluations.
- Supervisors cannot use a SPARK award as rating criteria for end of year evaluations.
- The SPARK program is intended to align employees with organizational goals, which has been proven to increase morale, reduce turnover, and increase employee investment in our organization.



Next Steps...

- Employees can redeem their SPARK award for a \$20.00 VISA gift card.
- Where?
Pitkin Conference Room, Facilities Management North
- When?
Every 3rd Wednesday of the month
10:00–11:00 a.m. & 3:30–4:30 p.m.





Employee Engagement

- If you see something, say something! Sometimes there isn't a supervisor present. Find a supervisor to brag about another employee's SPARK-worthy behavior. There are many supervisors who enthusiastically support the SPARK program, who will issue an award on recommendations.
- It isn't about "above and beyond" – this program is about tying employee contributions and actions to the core values of our department. Employees can and should be advocates for their peers.

SPARK Quarterly and Annual Awards

- FM employees who receive a SPARK award are entered into a drawing for gift cards valued at \$250 and \$500 for the SPARK Quarterly and SPARK Annual Awards if they give approval for the story to be used in FM media.



Get Involved!

- Questions, feedback, or want to join the ERC?
- contact the committee at:
fac_employee_appreciation@mail.colostate.edu

Engagement & Recognition Committee Members

- Matt Murphy, Building Services
- Joan Paulsen, Building Services
- Mat Forbes, Building Services
- Roy Rodriguez, Building Services