

## OIT EMPLOYEE RECOGNITION POLICY

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*OIT Policy DRAFT : March 2007 – FOR INTERNAL OIT USE*

Employee recognition can take many forms but is generally broken into two categories: **informal** and **formal** recognition. It should be noted that employee recognition is not limited to these two categories, but may also be used for other purposes such as retention, etc., pending proper approval by OIT Director, the CITO, UA Human Resources, and is in compliance with UA Board of Regents' policy and regulation.

**Informal recognition**, usually by an individual's supervisor, acknowledges the employee's contribution and includes awards to recognize teamwork, project completion, a new or modified work procedure, special effort under unique or difficult circumstances, and employee appreciation. Informal recognition can take the form of an immediate acknowledgement, which directly rewards outstanding performance and demonstrated values of OIT.

Informal recognition includes awards such as cash and gift certificates; meals; plaques; certificates of appreciation; personal items of clothing; tickets to sporting or theater events; and timepieces. The purchase of plaques, gifts, etc. is subject to applicable university representational allowance regulation (See *University Regulation 5.02.07F*).

OIT management may also award **recognition leave** without significant impact to the OIT budget. The employee may be allowed to take administrative leave with pay up to the awarded level. Recognition leave will be annotated on the time sheet under earnings code 460 and must be used within the fiscal year awarded. Unused leave will be lost upon termination.

**Formal recognition** is characterized by recognition of the exceptional contribution of an individual following the authorization process outlined below. Examples include awards for such things as: employee of the month/year, attendance, safety, customer service, productivity, outstanding achievement, and suggestions of ways to improve productivity or service.

### **Levels of Employee Awards and Recognition: One Time Bonus Awards**

**1st Level:** Used to recognize a **superb** job on a project, task, or activity including outstanding support of day-to-day business operations, or for suggestions leading to the improvement of a work process, workflow, or in customer service. This is a one-time only recognition not intended to address good performance on a regular basis, but rather to recognize a special achievement or completion of a special assignment **beyond the normal activities**.

- Up to \$250 cash/non-cash and/or one (1) day of recognition leave

**2nd Level:** Intended to recognize **outstanding** achievement and/or contribution above and **beyond** standard job requirements or to recognize suggestions leading to improvements in the work process, workflow, or in customer service. Sustained performance is more appropriately recognized via the annual step increase or through the in-grade step adjustment provision.

- Up to \$500 cash/non-cash and/or three (3) days of recognition leave

**3rd Level:** This is the highest level of award that may be given to an individual or team to recognize **extraordinary** achievement and/or contributions requiring significant effort that had a major and positive impact on customer service and productivity that is not likely to repeat itself. A one time award at this level will require the signature/approval of the UA President and is reserved for extraordinary achievement only.

- Up to \$2,500 cash/non-cash and/or five (5) days of recognition leave

**Levels of Employee Awards and Recognition: Merit Based Step Increase(s)**

A step increase within grade is an exceptional occurrence and may be granted to address factors which may include internal equity/alignment, sustained outstanding performance, or professional or career growth within a position. Such increases are within the sole discretion of the University and require prior approval of the OIT Director, CITO, and UA Human Resources (See *University Regulation R04.05.040.F*).

Requests for merit based step increases should be submitted via memorandum for CITO signature as directed above and must include adequate justification for sustained outstanding performance. Requests will be reviewed for equity and consistency within OIT by the OIT Executive Officer, and peer merit based increases will be noted for comparison and CITO review.

### Authorization Process

Depending on the level of recognition, departments with appropriate administrative approval may provide monetary, non-monetary, and/or leave awards to employees. All monetary awards are potentially taxable and include those awards that may be paid by cash, check, money order, and direct deposit, or any item that can readily be converted to cash such as refundable gift certificates or savings bonds. The following chart summarizes award value parameters and required authorization. The values apply to cash awards, as well as to non-cash awards with monetary value (such as event tickets and gift certificates).

<b>Award Value</b>	<b>Approvals Needed</b>	<b>Frequency</b>	<b>Taxable?</b>
No Monetary Value (such as letters of commendation)	None	As often as appropriate.	No
<b>1st Level</b> Up to \$250 cash/non-cash and/or one (1) day of recognition leave	OIT Manager Signature OIT Director Signature CITO Signature (ITBO Review) HR Signature	Total award per employee cannot exceed \$2,500 per fiscal year.	Yes
<b>2nd Level</b> Up to \$500 cash/non-cash and/or three (3) days of recognition leave	OIT Manager Signature OIT Director Signature CITO Signature (ITBO Review) HR Signature	Total award per employee cannot exceed \$2,500 per fiscal year.	Yes
<b>3rd Level</b> Up to \$2,500 cash/non-cash and/or five (5) days of recognition leave	OIT Manager Signature OIT Director Signature CITO Signature (ITBO Review) HR Signature President's Signature	Total award per employee cannot exceed \$2,500 per fiscal year.	Yes

**ALL BONUS/ONE TIME AWARDS REQUIRE THE COMPLETION OF THE AWARD RECOGNITION REQUEST FORM AND SHOULD INCLUDE SPECIFIC JUSTIFICATION APPROPRIATE TO THE LEVEL OF RECOGNITION**

### Employee Eligibility Criteria

With the exceptions noted below, all regular, term classified, and exempt employees are eligible to participate in the Employee Recognition Program. Employees in the bargaining unit represented by Local 6070 may receive bonuses consistent with Article 4.11 of the Collective Bargaining Agreement.

Temporary employees, student employees, faculty, and executives are not eligible to participate in the program.

### Funding

Recognition leave and bonuses may only be charged against Fund 1 and/or auxiliary accounts.