

Policy on Classified Staff Rewards and Recognition (R&R)

Original Effective Date: October 1, 2001

Revised: July 1, 2002; November 21, 2005

Contents

Reason for This Policy

Policy Statement

Awards

Compensation for Awards

Eligibility

Budgeting for Rewards and Recognition

The Annual Compensation Cap and Cap Levels

R&R Award Approvals

Tax Regulations

Recognition Leave

School-Level Award Determination

Submitting an R&R Award Request

Submitting the Gift Card–Annual Recognition Request

Submitting Nominations for Awards the Dean's Office is paying

R&R Award Tables

Definitions

Who Should Know This Policy?

Contact for Additional Information

Reason for This Policy

The School of Medicine's Classified Staff Rewards and Recognition Policy is designed to encourage employees to make a performance difference either individually or through team effort. The policy recognizes achievements, accomplishments, and ideas that contribute to the objectives of the individual departments or centers, or to the overall objectives of the School of Medicine.

Policy Statement

Awards

The R&R policy provides both monetary and non-monetary awards. There are nine different R&R awards. Some are designated as departmental awards and some are designated as school-wide awards. One is designated as both (#3. Ideas that make a difference). The nine awards and their designations are:

- 1) Employee of the month – school-wide
- 2) Public service recognition – school-wide
- 3) Ideas that make a difference – school-wide and departmental
- 4) Customer service recognition – departmental
- 5) Improved productivity – departmental

- 6) Outstanding performance recognition – departmental
- 7) Individual/team completion – departmental
- 8) Separating/retiring honors – departmental
- 9) Annual, one-time-event, department-wide recognition – departmental

Compensation for Awards

There are five different ways of compensating awarded employees. Most compensation may be distributed throughout the fiscal year. Only the Gift Card–Annual Recognition award must be distributed one time each fiscal year. The five types and their distribution are as follows:

1. Monetary Award: distributed throughout the fiscal year
2. Gift Card/Certificate: distributed throughout the fiscal year
3. Non-Monetary Award: distributed throughout the fiscal year
4. Recognition Leave: distributed throughout the fiscal year
5. Gift Card-Annual Recognition: distributed department-wide **one** time each fiscal year.

Eligibility

This policy is applicable to salaried full-time and part-time classified, restricted, "at-will," and wage employees. Wage employees are not eligible for recognition leave.

This policy falls under the umbrella of the University's Employee Rewards and Recognition Policy (online at:

<http://www.hrs.virginia.edu/Policies/comp/emplrewards.html>) and is subject to the state and federal guidelines detailed in that document.

Budgeting for Rewards and Recognition

With the exception of the R&R Gift Card-Annual Recognition award, departments and centers ("departments") can budget to a maximum based on 20% of the department's or center's total classified FTE's, as reported by Human Resources, multiplied by \$2,000. If the calculation does not yield at least \$2,000, the maximum budget will be \$2,000. While this formula permits the maximum permitted per fiscal year, there is no minimum budget requirement. Rewards and recognition awards must be funded with state funds allotted to each department for rewards and recognition or departmental discretionary funds. The use of grant funds is permitted. Days off will not be assigned a monetary value and will not count toward the percentage threshold.

The R&R Gift Card-Annual Recognition award must be funded by departmental discretionary funds. The amount that can be allocated as compensation for this award, distributed one time each fiscal year, must be less than or equal to \$99.99 per recipient. The R&R Gift Card - Annual Recognition awards are not included in the Department's annual R&R budget based on the number of FTE's multiplied by \$2,000 as outlined above.

The Annual Compensation Cap and Cap Levels

An individual may be eligible to receive an award that is presented at both the departmental and the School levels, provided that the individual's annual compensation cap of \$2,000 and/or five workdays per fiscal year is not exceeded. This annual cap applies to **all** types of R&R awards, including the R&R Gift Card-Annual Recognition. The caps for each level of award are:

Level 1 – \$500 and/or one day of recognition leave

Level 2 – \$1,000 and/or three days of recognition leave

Level 3 – \$2,000 and/or five days of recognition leave

Level 4 - Gift Card-Annual Recognition – ≤ \$99.99 per card/individual

R&R Award Approvals

All R&R Award Request forms must be submitted to the Dean's office for approval. The Dean must approve in writing any gift exceeding \$500 and/or one day of recognition leave before the department makes a commitment to the employee. If an employee who already has received a reward is recommended for an additional award in the same fiscal year, the additional award must be approved in writing by the Dean prior to notifying the employee if the cumulative amount of the employee's awards exceeds \$500 and/or three days of recognition leave.

Tax Regulations

Regardless of the amount, monetary awards including gift cards are subject to taxes in accordance with IRS tax regulations and are considered income for the employee. Any recognition leave awarded to the employee is considered income and must also be taxed. Non-monetary awards that are less than \$100 will not be taxed. Non-monetary awards that are \$100 or greater will be subject to IRS taxes and included in the employee's W-2. A single gift of up to \$400 is non-taxable to recognize long-term service or safety. Awards will appear on an employee's W-2 as part of all taxable wages, salary, and various other payments.

Recognition Leave

Recognition leave will be awarded as compensatory time. It will be recognized by payroll on a first in, first out basis.

School-Level Award Determination

School-level awards will be determined by the Dean's Rewards and Recognition (R&R) Committee. This committee will be well rounded to represent the research, academic, clinical, and administrative functions of the School as a whole. The committee will be limited to five members, three of whom are supervisors and two of whom are peers.

Submitting an R&R Award Request

If the department is paying for the award, complete and submit to the Dean's Office the *University Human Resources Recognition Award Request Form* (online at: <http://www.hrs.virginia.edu/linksforms.html>), which is found under the heading, "UHR

Compensation Management.”

Be certain to write in which category of award is being used, such as “customer service” or “outstanding performance.” Signatory authority cannot be delegated, so the chair or the administrator **must** sign the form. The Dean’s Office will forward the form to University Human Resources after approving and documenting it. The Dean’s office is responsible for notifying departments when Human Resource approval has been received. Departments are responsible for scheduling the labor distribution for the award.

Submitting the Gift Card–Annual Recognition Request

For the Gift Card–Annual Recognition award, fill out **one** *University Human Resources Recognition Award Request Form* for each employee. Under “III. Reason for Recognition” check the box labeled “Gift Card/Certificate.” Under “Explain Reason for recognition” write in Gift Card–Annual Recognition. Signatory authority cannot be delegated, so the chair or the administrator **must** sign the form. The Dean’s Office will forward the form to University Human Resources after approving and documenting it. The Dean’s office is responsible for notifying departments when Human Resource approval has been received. Departments are responsible for scheduling the labor distribution for the award.

Please refer to the Human Resources payroll schedule. This schedule must be met in order for employees to receive their recognition cash awards by the next pay period. This plan may be amended periodically, with approval from University Human Resources.

Submitting Nominations for Awards the Dean’s Office is Paying For

If the Dean’s Office is paying for the award, submit nominations for one of the three school-level awards on the Dean’s Rewards & Recognition Committee Nomination Form (online at: <https://www.healthsystem.virginia.edu/intranet/budget-comp/Rewards>), and check off the award for which the employee is being nominated. Send the form to the Dean’s Office, which will complete the UHR Award Request Form for the employees selected to receive the school-wide awards. Signatory authority cannot be delegated, so the chair or the administrator **must** sign the form. The Dean’s Office is responsible for scheduling the labor distribution by the next pay period.

R&R Award Tables

Award Categories	Nomination process and/or objectives	Criteria for levels	Approval process	Communication plan
1. Employee-of-the-Month Award (School-wide award)	Employees and managers nominate by using form and checking appropriate box for the type of award.	Only one level (1): Employee can select either \$100 and 1 day off, or \$200. Special ID badge for the employee.	Nominations forwarded to the Dean's R&R Committee, which makes decision. One award per month for the School.	Publicize through the Link, InsideUVA. Letter from the Dean to employee. Annual reception for all 12 employees of the month.
2. Public Service Recognition Award (School-wide award)	Outside party, employees, and managers nominate by using form and checking appropriate box for the type of award.	Level 1: Volunteerism to benefit community (3 awards of \$100) Level 2: Significant community service and/or more volunteer responsibility (2 awards of \$500) Level 3: Sustained multiple years of community service and/or leadership role and significant responsibility (1 award of \$1,000)	Nominations forwarded to the Dean's R&R Committee, which makes the decision. The committee determines who receives a reward and at what level.	Publicize through the Link, InsideUVA, local press. Letter from the Dean to employee. Annual reception.
3. Customer Service Recognition Award (Departmental award)	Supervisor recognizes the service incident by complimenting the employee and providing a letter of congratulations.	Level 1: 5 documented incidents (within policy cap) Level 2: 10 documented incidents (within policy cap) Level 3: 15 documented incidents (within policy cap)	Department head makes final decision.	Level 1: letter from department head to employee Level 2: above, with e-mail to department Level 3: above, with letter from the Dean
4. Improved Productivity Award (Departmental award) ¹	Department sets specific goals and standards for each level, with review by dean for approval prior to implementation.	Department outlines standards and incentives for each level of achievement. Incentives are flexible to caps.	Department head compares achievement to goals and standards.	Departmental ceremony honoring employees.
5. Recognition of Outstanding Performance Award (Departmental award)	Promote positive behaviors and provide instant reward	Level 1: significant contribution (award flexible to cap) Level 2: sustained contribution (award flexible to cap) Level 3: major sustained contribution with broader scope (flexible to cap)	Department head makes final decision	Levels 1 and 2: e-mail announcement at discretion of manager and employee Level 3: departmental ceremony honoring employee; notice in Link, Inside UVA

Award Categories	Nomination process and/or objectives	Criteria for levels	Approval process	Communication plan
6. Individual /Team Completion Award (Departmental award) ¹	Department sets specific goals and standards for each level, with review by dean for approval prior to implementation.	Department outlines standards and incentives for each level of achievement. Incentives are flexible to caps. Levels 1 and 2 are determined by the department. Level 3 is submitted to the dean for review and approval.	Department head compares achievement to goals and standards.	Departmental ceremony honoring employees.
7. Ideas That Make a Difference - Employee Suggestions Award (Departmental award for all levels; School-wide for one level 3 award)	Improve the work process and encourage employees to think creatively about ways to improve service, work, or the environment. Employees and managers nominate by using form and checking the appropriate box for the type of award.	Levels of achievement are loosely defined on purpose to allow each department to adapt this award to its own particular needs. Level 1: significant improvement results from idea Level 2: idea results in major improvements Level 3: major improvements with broader scope	Department may award at all levels up to the caps. Department will submit ideas to the Dean's R&R Committee for recognition at the School-wide level.	Levels 1 and 2: e-mail and/or written announcement from the chair to department; letter from the Dean to employee. Level 3: above, plus notices to Link, Inside UVA, local press. Annual reception for all.
8. Honoring Separating/Retiring Employees Award (Departmental award)	Honor employees who have done work and are separating from the institution.	Level 1: 2-5 years of service (financial award flexible to cap) Level 2: 5-10 years of service (financial award flexible to cap) Level 3: more than 10 years of service (financial award flexible to cap) No leave days will be awarded.	Department head makes the final decision.	E-mail and/or memo notification to department, notices to Link, InsideUVA. Ceremony, at discretion of employee and department head.
9. Annual, one-time-event, department-wide recognition (Gift Card–Annual Recognition)	Promote positive work-team behaviors.	Level 4: financial award flexible to cap	Department head makes the final decision.	E-mail and/or memo notification to department. Ceremony, at discretion of employee and department head.

¹ Departments may use these awards or not, as appropriate to their individual situations.

Definitions

Department refers to a clinical or basic science department, an independent center, a Dean’s Office area or, for the purpose of budgeting for and presenting awards at the School level, the Dean’s Office.

Department Head means a department chair, director of an independent center, or a Dean Office area or, for the purpose of budgeting for and present awards at the School level, the Dean.

Discretionary funds include funds in overhead, clinical or state accounts. (Chair endowment income that is designated for specific uses, such as salary or research support, may not be used for this program.)

Employee refers to classified staff of Agency 207 who is salaried full-time and part-time classified, restricted, “at will,” and wage employees. Wage employees are not eligible for recognition leave.

Who Should Know This Policy?

- Provost
- Dean, School of Medicine
- Department Chairs
- Center Directors
- Department/Center Administrators

Contact for Additional Information

Director of Budget and Compensation, School of Medicine

Attachments:

- Customer Service Recognition Award
- Employee-of-the-Month Award
- Honoring Separating/Retiring Employees Award
- Ideas That Make a Difference/Employee Suggestions Awards
- Improved Productivity Award
- Individual/Team Completion Award
- Outstanding Performance Award
- Public Service Recognition Award
- Annual, One-Time-Event, Department-Wide Recognition (Gift Card-Annual Recognition)
- Dean’s Rewards & Recognition Committee Nomination Form
- University Human Resources Recognition Award Request Form