

Date of Plan: August 24, 2001

Organization: School of Medicine

Contact Person: Anne Kromkowski, Director of Budget and Compensation, 924-5369

E-Mail: acm9u@virginia.edu

- 1) *Name of Recognition & Reward Program:* **Individual/Team Completion Award**
- 2) *Goal/Objective:* Recognize individual and/or exemplary efforts and provide an incentive to meet performance/productivity targets. This award will be presented at the departmental level.
- 3) *Business Reason(s) for Using Program:* Encourage employees to think creatively of ways to improve performance, work as a team, and think more broadly about the impact of their efforts on the unit.
- 4) *Nomination Process, if applicable:* The department sets specific goals and standards for each level, with review and written approval by the Dean prior to implementation.
- 5) *Criteria to Be Used to Differentiate Levels of Awards:*
 - Department outlines standards and incentives for each level of achievement.
 - Incentives are flexible to the permitted policy caps.
- 6) *Approval Process:* Department head compares achievements to the goals and standards.
- 7) *Communication Plan:*
 - a) *How do you plan to communicate the program to employees or teams, if applicable?*
 - Periodic reminders at meetings of department heads and administrators; e-mail announcements and letter from Dean to department heads and administrators; announcements to Employee Councils; periodic notices in the Link.
 - b) *How do you plan to notify the employee or the team of the award?*
 - Departmental ceremony awarding employees.
- 8) *Training:*

How do you plan to train your organization's management, if applicable, who will be using the program?

We will work with University Human Resources to develop a training plan that encourages supervisors to use all Rewards & Recognition plans to foster excellent employee outcomes, creative problem-solving, outstanding customer service, and conscientiousness on the job. The training plan will also explain how the Rewards & Recognition opportunities work in conjunction with and complement the objectives of the CMAC and the annual evaluation processes.