**COLLEGE OF LIBERAL ARTS AND SCIENCES**

**DEPARTMENTAL EMPLOYEE RECOGNITION PROGRAM**

All departments within CLAS must have a written employee recognition program that has been approved by the DEO, Departmental Administrator, Senior HR Representative and the Collegiate Budget Officer. Multiple events and programs may be listed on this form. The departmental recognition policy should be available to all staff (e.g. on a shared drive or posted centrally).

Please use this template to document your departmental employee recognition program. See examples and relevant policy excerpts below.

**Department Name: Date Completed:**

**Purpose:**

This Program is implemented with the desire to motivate, reward, and recognize the efforts of the faculty, staff and students within the Department. By implementing this Program we will:

1. Foster a positive and more cohesive workplace culture.
2. Increase teamwork on multiple levels of our workplace environment.
3. Foster a positive attitude toward the Department, CLAS and the UI as the employer of choice.
4. Enhance creativity and communication within the Department.
5. Enhance collaboration between departmental units.
6. Give all employees a chance to be rewarded and recognized for their work.

***Name of Event/Program/Process #1 (Add as many events/programs as applicable, making sure to cover the bullets listed for each event/program)***

* Description of event/program/process:
* Business purpose:
* Items to be purchased:
* Budget & Source of Funds**\***:
* Eligible Staff:

***Name of Event/Program/Process #2***

* ***(Follow the bullets noted in event/program/process #1)***

Approved by **DEO**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by **Senior HR Representative**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by **Departmental Administrator**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by **Budget Officer**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: Recognition programs are to be reviewed annually. If changes are made, submit the revised program to the CLAS Senior HR Representative for approval. If changes are not made, initial and date the current form, and re-submit to the CLAS Senior HR Representative.***

**Reviewed Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COLLEGE OF LIBERAL ARTS AND SCIENCES**

**EMPLOYEE RECOGNITION PROGRAM**

**ADDITIONAL GUIDANCE AND CONSIDERATIONS**

**\*Appropriate Funding Sources:**

Funding for gifts, prizes, and awards should be evaluated based on the department’s current budget, the type of expenditure, and justification for the purchase. Non-general education fund resources are preferred and departments should refer to grant restrictions before utilizing grant sources. **Food and alcohol may not be purchased on general fund accounts.**

**EXAMPLES *of Event/Program/Process*:**

***Department Meet & Greet***

* At the beginning of the fall semester, the Department Head hosts a “meet & greet” reception for Department staff. All staff are introduced by their area of specialization. Any accomplishments achieved over the summer are announced.
* The business purpose is to introduce staff to each other and recognize recent accomplishments.
* The event is usually in the morning. Light food and beverages (breakfast items) are served.
* 60 people attend @ ~$4.00/person. Will be paid for from a Foundation account.
* All departmental staff are eligible and invited.

***Length of Service & Retirement Recognition***

* Milestone event gatherings. The Department celebrates length of service and retirements. The Department hosts a gathering for all colleagues in the department, and others outside the Department are sometimes invited. A program recognizing the employee’s accomplishments is performed.
* The business purpose is to recognize dedication to the Department and University and the accomplishments of the employee.
* Generally a gift will be purchased, not to exceed $250. Cake and other refreshments are also served.
* ~$2.00/person; attendance varies. Will be paid for from a Foundation account.
* All departmental faculty and staff that have served at least 5 years of service and have not received a length of service award during the last 5 years are eligible to receive Length of Service and/or retirement recognition.

***Informal Efforts***

* Thank you or congratulation notes (both paper and electronic), or newsletter inserts will be periodically given to Departmental faculty, staff, and students.
* The business purpose is to recognize contributions and accomplishments.
* Occasion cards, quality paper, etc. may be purchased with UI Foundation funds.
* All departmental faculty, staff and students are eligible to receive this type of recognition.

**Reward and Recognition Resources**

CLAS Human Resources (this is where this template is located) - <https://clas.uiowa.edu/human-resources/developing-employee-reward-and-recognition-program>

University Human Resources - <https://hr.uiowa.edu/recognition/resources>

University Operations Manual – Section VI. Services, Chapter 30 - <https://opsmanual.uiowa.edu/services/reward-and-recognition>

Policy on Taxation of Gifts, Prizes, and Awards to Employees is located in the University Operations Manual Section III. Human Resources, Chapter 38 – Taxation of Gifts, Prizes, and Awards to Employees<https://opsmanual.uiowa.edu/human-resources/taxation-gifts-prizes-and-awards-employees>.This policy is summarized below.

**Cash Awards & Gift Certificates (subject to payroll tax withholding)**

* Employees who handle cash and gift certificates must follow UI cash handling procedures, see <https://afr.fo.uiowa.edu/cash-handling>.
* Cash awards to non-student employees must be processed utilizing the Special Compensation form in the HR Transaction System.
* Cash awards to student employees must be processed through MAUI Scholarship WorkFlow.
* Gift certificates, including gift cards, gift vouchers, etc., may not be given to an employee to reward performance for a specific task or project unless they are given under a University-wide sanctioned award program. The following limitations also apply to gift certificates:
1. Gift certificates are considered money/compensation, therefore, they may not be given to contract covered employees (e.g. Merit employees). The exception is if everyone has the same chance of receiving it (e.g. a lottery/drawing a name out of the hat).
2. The cumulative value of all gift certificates given to a single employee must not exceed $100 within a calendar year.
3. Gift certificates may not be used to recognize an employee’s personal event such as birth, wedding, birthday, or holiday. Personal collection (“passing of the hat”) is appropriate for these types of events.

**Non-cash Awards (e.g. fruit baskets, flowers)**

*Non-cash awards (tangible personal property) given to employees are subject to taxation* ***unless*** *the annual value of all non-cash awards is less than $100* *or the non-cash award meets one of these exceptions:*

* Non-cash gifts may be given in the event of a death (employee or an immediate family member of employee), employee “get well soon” gesture, or as an employee non-retirement farewell.
* Length of service and retirement awards may qualify as a non-taxable benefit provided all of the following requirements are met:
1. the employee has at least five years of service with the University,
2. the employee has not received a length of service award within the last five years, and
3. the award is presented as part of a meaningful ceremony and should not be determined based on an employee’s classification.
* University policy states the amount of the award may **not** exceed $1,600. However, departments can set more restrictive policies if they choose.

Limitations:

* Non-cash gifts may **not** be used to recognize an employee’s personal event such as births, weddings, birthdays, or holidays. Personal collection/“passing of the hat” is encouraged for these events.
* Non-cash gifts to contract covered employees (e.g. “Merit” employees) to recognize performance are **not** allowed unless the gift is given to the entire department. For example, treats or a fruit basket may be presented to the contract covered employee to recognize their performance if the treats or fruit basket is shared with the entire department. The employee may not take the non-cash gift home for their personal use or consumption.

**ANNUAL DOCUMENTATION TO BE MAINTAINED:**

1. ***Gift Certificates:*** A log/list of all employees receiving gift certificates, regardless of the amount, including gift date, purpose of gift, certificate amount, employee name and University ID, and must be submitted to University Payroll on an annual basis. Awards may be submitted as they occur throughout the year, or an annual list can be submitted by November 15 for awards given from November 16 of the previous year to November 15 of the current year. If an employee who is leaving the University has received a gift certificate during the year, it must be reported to Payroll as soon as possible so appropriate payroll tax withholding can occur.
2. ***Non-Cash Awards:*** Departments must track the value of all non-cash awards provided to employees. If the annual cumulative value of non-cash awards for an employee exceeds $100, departments must submit the entire list of all non-cash awards (not just the amount exceeding $100) to University Payroll by November 15 for awards given from November 16 of the previous year to November 15 of the current year. 100% of the value of the gifts/awards is taxable to the employee, not just the amount in excess of $100. If the annual cumulative value of non-cash awards to a terminating employee exceeds $100, departments must submit the information to Payroll as soon as possible so appropriate payroll tax withholding can occur.