

**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 annually by the Senior HR Representative (Director of Human Resources) and the Collegiate Budget Officer for adherence to UI guidelines. Multiple events and programs may be listed on this form.

Department:

Campus Address:

Phone:

Name of program(s)/event(s):

Purpose of program(s)/event(s):

Description of programs/process:

Business purpose:

Items to be purchased:

How will you maintain and improve your recognition program:

Appreciation efforts will impact:

Unit

Teams/workgroups

Individual

Faculty

Graduate Assistants *

Hourly Employees

Professional & Scientific Staff

Merit Staff *

** Only staff who are not represented in collective bargaining are eligible for gift certificates meant for personal use.*

Funding Source :

Fund	Org	Dept	Sub-dept	Grant Program #	Function

Prepared by: _____

DEO approval

Date

Senior HR Representative approval

Date

Budget Officer approval

Date

Written:

Reviewed:

Revised:

Note: Recognition programs need to be reviewed annually. If changes are made, contact Senior HR Representative and Budget Officer for approval.