

Title: Reward and Recognition for
Unclassified Staff

Effective Date: **October 31, 2013**

Date of Last Revision: **November 11, 2019**

Review Date: **November 12, 2019**

Cancellation:

Office: **Human Resources**

Reward and Recognition for Unclassified Staff

Policy

The College encourages the recognition of excellent performance and achievement through the use of rewards that are creative, flexible, and meaningful. When administered and communicated effectively, reward and recognition is a way to recognize achievements and performance.

The appointing authority may, at his/her discretion, implement a program of rewards and recognition for individual employees or for employee groups for significant achievement. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall not exceed a total of 10% of the employees' base salary within a fiscal year. Monetary rewards shall not be a part of the employee's base pay, but rather shall be a lump sum reward.

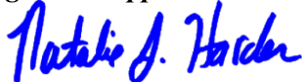
Guidelines:

1. Rewards should be given for significant outstanding performance that advances college goals and should be tied to specific accomplishments.
2. Distributions of rewards are not adjustments to base salary, supplemental compensation, and should not be viewed as automatic or an entitlement.
3. Individuals identified must be currently employed, without a break in service, as of the reward date.

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	<i>Committee for Institutional Policy Review</i>	<i>11.12.2019</i>	<i>11.12.2019</i>	<i>12.2.2019</i>
	<i>Executive Committee</i>	<i>11.12.2019</i>	<i>11.12.2019</i>	<i>12.2.2019</i>

Chancellor's Signature/Approval

SIGNATURE: 
Natalie J Harder, Ph.D.
Chancellor

DATE: **12/3/19**

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review