



Policy No.	40006
Effective Date	April 2006
Revision Date	
Revision No.	
Approved:	John J. "Ski" Sygielski, President
Date:	January 28, 2008

Employee Rewards Program Policy

1.0 Purpose

The purpose of this program is to acknowledge the significant role that rewards can play in the success of the college and its employees and to provide guidelines for the establishment and implementation of recognition initiatives through which individual employees and/or teams can be recognized for their outstanding contributions and performance. Such program shall be carried out in accordance with all state rules and regulations, particularly Section 1.20, "Employee Recognition Program" and *Employee Recognition Program Handbook* of the Policy Manual published by the Department of Human Resource Management. **Links to the policy and handbook:**

http://www.dhrm.virginia.gov/hrpolicy/policy/pol1_20EmployeeRecognition.pdf

<http://www.dhrm.virginia.gov/resources/emprechnbk.pdf>

2.0 Revision History

Original Policy: April 2006

3.0 Applicability

The policy applies to full-time administrative faculty, classified staff, faculty, adjunct faculty, and wage (hourly) non-student employees.

4.0 Policy

Each administrative and organizational unit is strongly encouraged to develop and implement on-going employee appreciation and recognition activities and programs.

They should include a variety of immediate, planned and formal activities.

1. Individual administrative and organizational unit managers are responsible for the development and implementation of immediate and planned recognition activities in their respective units. The director of human resources will provide guidance and direction, as needed. Administrative and organizational unit managers will ensure that a copy of the attached form for each planned recognition event is submitted to human resources for insertion in the respective employee's file.

2. The president shall hold events to present formal recognition and state service awards to College employees.
3. The College and individual administrative and organizational units shall promote and communicate planned and formal recognition activities to all employees. Communication of recognition shall include: reason for recognition, process for selection of reward recipient(s), identification of person(s) responsible for selecting recipients, description of reward and manner of presentation.

REASONS FOR RECOGNIZING EMPLOYEES

There are numerous reasons for recognizing employees:

- Exemplifying the College's values
- Identifying a process improvement
- Identifying areas of monetary savings
- Exceptional customer service
- Creativity in new and innovative methods and procedures
- Performance or service above normal duties
- Improving safety in the workplace
- Positive attitudes
- Team players
- Initiating productivity enhancements
- Contributing to a one-time, outstanding effort, which benefited the work unit or the College
- Initiative to get the job done

RECOGNITION PRINCIPLES

Administrators, managers, supervisors, staff and faculty shall use the following principles when considering employee rewards:

- Every employee deserves some form of appreciation throughout the year, even if only a verbal or written thank you from a supervisor.
- For recognition to be meaningful, it must be linked to a specific and desired behavior, be timely, and it should only be given to those who have exhibited extraordinary standards of performance and accomplishment.
- Every employee has a responsibility to ensure that actions, which merit recognition, are brought to the attention of a supervisor. A supervisor acts as an objective monitor to evaluate his or her staff's accomplishments.
- Recognition should never become an entitlement or expected compensation.
- Planned awards are not meant to be presented in the privacy of an employee's office. A special meeting for the occasion or presentation at a staff meeting should be used to enhance the impact of the award.
- Both team and individual recognition are important.

- For cross-functional, inter-departmental teams, supervisors and administrators must ensure that any rewards and recognition given is consistent and equitable for all team members.

TYPES AND PURCHASE OF REWARDS

*Departments are encouraged to use their **small purchase charge card** for non-monetary award purchases, except for food and beverage purchases. The human resource department will maintain a small inventory of non-monetary recognition items.*

Immediate: (also considered “on-the-spot” rewards or “appreciation” rewards)
There are usually no pre-arranged criteria for these types of rewards; however, the intent is to provide recognition for excellent individual or team efforts or achievements. Rewards for immediate recognition are limited to non-monetary rewards. Ideas for this level of reward may be chosen from the following list:

- Verbal appreciation
- Written accolades
- Thank you note
- ❖ **Potted plant or flowers (cannot use State Funds)**
- Special Recognition at staff meetings
- ❖ **Coffee and doughnuts, bagels and juice during office hours (cannot use State Funds)**
- ❖ **Fruit, individual bags of popcorn, etc. for all employees (cannot use State Funds)**
- ❖ **“Pot Luck” breakfast/lunch for employees (cannot use State Funds)**
- ❖ **Ice Cream Social (cannot use State Funds)**
- Movie tickets
- Theatre tickets
- Small novelty items (i.e., pens, pencils, key chains, etc.)
- Coffee mug signed by the president
- Designation of recognition week for each classification of employee (i.e., Secretarial/Administrative Assistant Week, Teaching Faculty Appreciation Week, etc.)
- Cross-training opportunities
- Recognize outstanding skills by allowing employee to mentor another employee
- Rotate responsibility for being the unit representative at staff meetings
- Assignment of special projects

Planned: Identifies specific levels of individual, unit or team achievement, and are awarded at pre-established intervals (i.e., week, month, quarter.). Although this is a less formal program, the outcome of such rewards should be highly publicized. Ideas for rewards include:

- Up to five (5) workdays of Recognition Leave

- Non-refundable gift certificates (maximum \$25) to a local establishment (i.e., mall, restaurant, retail store) – not cash or check paid directly to employee
- Savings bond
- Mid-size novelty item (i.e., small plaque, tote bag, music CD, book, etc.)
- Cash bonuses

Formal: The Employee Recognition Committee shall present a college-wide formal monetary recognition program on an annual basis to acknowledge the outstanding achievement of staff and employee contributions to the College. Awards may vary from year to year as necessary to support attainment of College goals and objectives and, as the College budget permits. The Employee Recognition Committee along with the president shall annually announce awards. These awards may include, but are not limited to:

- B. J. Sager Awards:
 - Outstanding Faculty Award
 - Outstanding Administrator Award
 - Outstanding Staff Award
 - Outstanding Part-time Staff Award
 - Outstanding Adjunct Faculty Award
- Outstanding Customer Service Award
- Outstanding Teamwork Award
- Positive Spirit Award
- Commitment to Excellence Award

Employee service awards are normally included in the formal recognition program event and have a non-monetary value. These awards recognize employees for length of state service (e.g., 5, 10, 15, 20, 25, 30 and 35 or more years) to the Commonwealth and/or Lord Fairfax Community College—Policy 1.10, “Awards for Length of Service.” This program is open to administrators, faculty, full-time and part-time classified staff either restricted or unrestricted. (See Policy 2.20, section II, “Types of Employment”.)

5.0 Definitions

Immediate: Type of recognition that provides acknowledgement at any time for demonstration of behaviors and values of the organization, contributions to the goals and objectives of the organization or work unit and individual or team accomplishments. There are usually no pre-arranged criteria for these types of rewards; however, the intent is to provide recognition for excellent individual or team efforts or achievements.

Planned: These actions are characterized by pre-arranged methods of acknowledging contributions and accomplishments of an individual or team. This type of program is less formal and provides more frequent opportunities to recognize staff and employees in the work unit, department or division throughout the year.

Formal: These actions are characterized by awards designated by the president. These events are used to acknowledge achievement of staff and employee contributions to the College. (i.e., Annual Employee Recognition Awards, State Employee Service Awards, etc.)

Recognition Leave: Leave with pay awarded to full-time classified staff (non-wage) employees to recognize the employee's contributions to the overall objectives of the College and/or state government. Recognition leave will only be awarded to **teams** if all members of the team are full-time classified employees. Recognition leave is not available to hourly/wage employees. Up to five (5) workdays may be awarded in a calendar year. Recognition leave will expire within 12 months of the date it is awarded. The president may extend the 12-month period if the agency has been unable to allow the employee to use the leave.

An employee shall be paid in a lump sum for his/her recognition leave:

1. when the employee leaves state service by resignation, retirement, layoff, termination, or death.
2. when the employee is transferred, promoted, or demoted from one agency to another.
3. when the employee is placed on long-term disability under the Virginia Sickness and Disability Program (VSDP).

Any active unused recognition leave that is paid in a lump sum to the employee is subject to income tax withholding.

6.0 Responsibilities

The Employee Recognition Committee shall develop and publicize appropriate internal control procedures for formal recognition awards. Procedures shall ensure (1) employee eligibility; (2) awards are within allowable limits; (3) awards are equitable and in support of College and/or state goals; and (4) do not exceed the College budget. Members of the Lord Fairfax Community College Educational Foundation Inc. and the LFCC Board are eligible to serve on the committee.

Supervisors are responsible for following the recognition principles (outlined in 4.0 above) for immediate and planned rewards.

The human resources office is responsible for identifying eligible employees for service award eligibility.

7.0 Procedures

Administrative and organizational units shall fund the costs of their individual unit's immediate and planned recognition programs. Funding for recognition programs should be included in each unit's annual budget. Units may purchase non-monetary awards and items to be used for staff and employee recognition in accordance with state purchasing

guidelines. The human resources department will maintain a small inventory of some non-monetary recognition items.

Supervisors and managers shall submit a copy of the planned award form to human resources for insertion in the respective employee's personnel file. This provides supporting documentation for employee accomplishments/contribution/achievements/projects, etc.

The Employee Recognition Committee is charged with overseeing the process for college-wide monetary recognition to acknowledge outstanding achievement of staff and employee contributions to the College. The committee provides guidelines that outline the purpose, nomination process, and eligibility, determination of eligibility, award selection, award amount and presentation of the awards. The president announces the award winners during the spring employee meeting.

Employee service awards are presented for 5, 10, 15, 20, 25, 30, 35 and more years of service. The human resources office identifies the eligible employees and prepares service recognition certificates. The president announces the eligible employees during the spring and winter employee meetings.

TAX IMPLICATIONS

Monetary awards are subject to taxes in accordance with IRS tax regulations.

Monetary awards:

- may only be awarded by the president for formal recognition programs.
- are those paid by a negotiable instrument (check, money order, direct deposit).
- are any items that can be readily converted to cash, such as a savings bond or refundable gift certificates.
- shall not be added to an employee's base pay.

The total of monetary and non-monetary awards shall not exceed **two** thousand dollars (\$**2,000.00**) per employee per fiscal year.

8.0 Sanctions

Failure to adhere to this policy may result in disciplinary action.

9.0 Interpretation

The authority for interpretation of this policy rests with the director of human resources.

10.0 Authority/Reference

DHRM Policy Section 1.20, Employee Recognition Programs

Per governance policy, personnel policies are not part of the governance model for policy formation.

President

PLANNED REWARD

Award Recipient: _____ **Date:** _____

Reason for Award:

Funding Source for Award Cost: (check one)

Departmental Funds **Account #** _____

Small Purchase Charge Card **Authorized Signature for Account:**

Item purchased: _____ **Date of purchase:**

Name of Vendor: _____ **Award cost:**

Cash Bonus: \$ _____ (submit form to HR for processing through payroll, after signature approval)

Recognition Leave (applicable only to classified full-time employees)

Amount: _____ (up to 5 days of annual leave per year)

Recognition leave expires within 12 months of the date it is awarded.

Signature:

Supervisor/Manager of Recipient:

_____ **Date:** _____

Signatures: (Monetary awards only)

Vice President: _____ **Date:** _____

President: _____ **Date:** _____

Note: Departments are encouraged to use their **Small Purchase Charge Card** for non-monetary awards, except for food and beverage purchases.

After the purchase, attach this signed and completed form (along with any receipts) and submit to the Business Office. When using the **Small Purchase Charge Card, retain a copy of this document with your departmental records.**