**Office of the Provost (02) and University College (35)**

**Rewards and Recognition Program**

**July 2019**

**General Purpose:**
The purpose of the Rewards and Recognition program is to recognize the collective efforts of all staff members who contribute to the accomplishments of the Office of the Provost’s/University College’s mission and strategic goals. Recognizing employees is one means of bringing out the best in everyone by creating a welcoming environment in which people feel valued and appreciated for their contributions. This in turn can help to attract and retain employees who are highly motivated to do their best.

**Guiding Principles:**

* Recognition opportunities and events will be shared with all staff as appropriate (regular staff, temp, affiliates).
* All staff will have the opportunity to be recognized, either individually or in teams.
* Recognition will be awarded by a fair process, be presented in meaningful ways, and be clearly linked to organization, unit, and/or department goals.
* Recognition will be timely, fun, and appropriate to the effort and may be formal or informal.
* UI, state, and federal guidelines regarding acceptable use of funds for recognition will be adhered to.
* Accounts Payable will be informed of our written guidelines and Payroll informed of annual cumulative value of non-cash awards for an employee exceeding $100.
* Funding for awards sponsored by the departments/units 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 preferable, and departments should refer to sponsoring agency restrictions to ensure it is allocable and allowable before funding from grant sources.
* Leadership within each respective department/unit will have the right to determine if their department will participate in the Reward and Recognition Program.
* If there is use of department/unit funds for food, beverages, flowers, gifts, and incidental expenses, the event must be approved by leadership and must include entire department/unit respectively.

**Organizational Recognition Programs:**

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| **What & Sponsored by:** | **Purpose:** | **How and When:** | **Eligibility:** |
| **Faculty, Staff, Student Appreciation Events**Examples: annual potluck/luncheon/dinner; ceremony, gathering, social committee events and celebrations, etc.*Department/Unit - Associate VP, Dean, HR, Supervisor* | To show appreciation, recognition, and thanks for contributions, promote communication, and comradery among faculty, staff & students. As a best practice, appreciation events are considered part of work.  | As Appropriate\* | All Employees |
| **Work/Family/Life Balance Gifting** Examples: plant, card, etc. *Department/Unit - Associate VP, Dean, HR, Supervisor* | To provide a condolence gift when staff member has experienced a significant family event. Events are subject to department discretion and could include: hospitalization, loss of immediate family member (husband, wife, mother, father, son, daughter or sibling), birth of child, etc.Gift will be sent on behalf of the work department/unit. Employees may contribute personally if they choose. | As Appropriate\* | All Employees |
| **Semi-Formal and Informal Celebrations**Examples: bagels, pizza, ice cream, cupcakes, potlucks; handwritten or emailed thank you note, etc. *Department/Unit - Associate VP, Dean, HR, Supervisor* | To celebrate project milestones, specific achievements for team or individual, welcome for new employee, farewell for employee, annual service recognition, award, etc. | As Appropriate\* | All Employees |
| **Retirement Celebrations***Department/Unit - Associate VP, Dean, HR, Supervisor* | To celebrate retirements with university colleagues, department/unit staff, and employee's family. | As Appropriate\* | All Employees |
| **Non-Cash Awards (<$100)**Examples: plaques, printed certificates, t-shirts, mugs*Department/Unit - Associate VP, Dean, HR, Supervisor* | To recognize specific goals and achievements of staff and show appreciation and recognition to volunteers. | As appropriate\* | All Employees |
| \* Funding for these awards should be evaluated based on the department/unit current budget, the type of expenditure, and justification for the purchase. Non-general education fund resources are preferable, and departments should refer to sponsoring agency restrictions to ensure it is allocable and allowable before funding from grant sources. Please note [Rules](https://opsmanual.uiowa.edu/human-resources/taxation-gifts-prizes-and-awards-employees) for Cash Awards, Gift Certificates, and Non-Cash Awards (tangible personal property) |

[**Campus**](https://hr.uiowa.edu/recognition/campus-awards) **Recognition Programs:**

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| **What & Sponsored by:** | **Purpose:** | **How and When:** | **Eligibility:** |
| [**Board of Regents Staff Excellence Award**](https://staff-council.uiowa.edu/sites/staff-council.uiowa.edu/files/2017borawardcriteria.pdf)*Staff Council* | To recognize staff for outstanding accomplishments and contributions to the institution as well as the State of Iowa. Recognition at a University event in the fall and at an event held by the State Board of Regents. Staff Council will present a commemorative gift to each award recipient at a departmental event. In addition, the University will grant a $1,000 award to recipient. | Any member of the University of Iowa (faculty, staff, or student) may submit nominations. May Deadline | All current permanent full-time and part-time (50% or more) Merit Supervisory Exempt/Confidential and P&S staff not covered by a collective bargaining agreement |
| [**Catalyst Award, Honoring Diversity**](https://diversity.uiowa.edu/awards/diversity-catalyst-awards)*Chief Diversity Office and the Office of Equal Opportunity and Diversity* | To honor faculty or staff members, programs or departments, and students or student organizations engaged in diversity initiatives during the previous academic year that have promoted the development of an inclusive, diverse campus community at the University of Iowa. | Nominators are requested to fill out an online nomination form and are encouraged to submit up to two letters of support.A campus-wide committee of peers will determine the winners.January Deadline | Faculty and Staff, Graduate and Undergraduate Students |
| [**David J. Skorton Staff Excellence Award in Service to The University of Iowa**](https://staff-council.uiowa.edu/sites/staff-council.uiowa.edu/files/2017skortonawardcriteria.pdf) | To recognize staff who have made significant contributions and have shown exceptional imagination and dedication to improving the university community. Service must include activities of high quality in staff governance, committee work, policy improvement, program creation, etc. and must be outside normal job responsibilities. All nominees and nominators will be recognized at a reception in July hosted by the President. Award recipients will be recognized at a University event in the fall and will receive a $1,000 stipend and commemorative gift.  | Any member of the University of Iowa (faculty, staff, or student) may submit nominations.May Deadline | All Employees |
| [**Susan C. Buckley Distinguished Achievement Award**](https://uiowa.edu/celebrationofexcellence/distinguished-achievement-award)*Learning and Development* | To recognize a staff and faculty member who has distinguished herself or himself and the University through her or his accomplishments.  The award is given for an outstanding achievement or a lifetime record of service or achievement. Nominees maybe affiliated with any part of the University. Nominees should have significant years of service within the University community in a professional or service capacity; their contributions should demonstrate significant impact through attributes such as leadership, innovation, and/or subject matter expertise; and should be considered role models for women and/or girls. | The awards will be granted at the Annual Celebration of Excellence and Achievement Among Women.January Deadline | All Employees |
| [**Extra-Meritorious Pay**](https://hr.uiowa.edu/tools-departments/extra-meritorious-pay)*Associate VP, Dean, HR, Direct Supervisor* | To recognize consistent performance and attitude above and beyond expectations of the position.(see merit rules) | As Appropriate | [Merit (Non-Bargaining)](https://hr.uiowa.edu/tools-departments/extra-meritorious-pay) |
| [**Exceptional Performance Award**](https://hr.uiowa.edu/dept-comp-class/flexible-pay-non-organized-ps) *Associate VP, Dean, HR, Direct Supervisor* | To recognize extra-meritorious performance that may include rewarding a variety of outcomes and behaviors e.g., project completion, sustained high-level performance and revenue generation, etc. An employee may receive up to 10% of their salary in flexible pay for Exceptional Performance Awards. May receive up to two times per fiscal year. Eligible after six months of employment and has an *exceeds expectations* or *outstanding* rating on most recent performance evaluation.  | As Appropriate | P&S (Non-Organized) |
| [**SPOT Performance Awards**](https://hr.uiowa.edu/dept-comp-class/flexible-pay-non-organized-ps)*Associate VP, Dean, HR, Direct Supervisor* | To recognize extra meritorious performance. An employee may receive up to four SPOT Performance Awards ($75 or less) per fiscal year. There is no minimum employment period or performance rating. | As Appropriate | P&S (Non-Organized) |
| [**Improving our Workplace Award (IOWA)**](https://hr.uiowa.edu/recognition/iowa-award)*Partnership of Organizational Effectiveness and Staff Council* | To recognize individuals and teams efforts demonstrating three of the following four components: initiative, innovation, measurable results, sustaining impact. Individuals and teams can be nominated at these levels of impact: unit, department, interdepartmental, or campus. | Nominations may be written by yourself, a co-worker or supervisor - supervisor or team sponsor signature is necessary.November and March Deadlines | All Employees |
| [**The Jean Y. Jew Women’s Rights Award**](http://wrac.uiowa.edu/programs-and-services/scholarships/)*Women’s Resource & Action Center and the Council on the Status of Women* | To honor a faculty, staff, or student member of the University community who has demonstrated outstanding effort or achievement in improving the status of women at the University. Candidates should have a strong record of support for women’s rights in a broad sense, a commitment to women’s rights at The University of Iowa, and one or more of the following related to women’s rights:• Particular contributions to The University of Iowa• Long-standing record of leadership, effort, and activism.• Accomplishments with national scope or impact | By Nomination January Deadline | All Employees |
| [**Mary Jo Small Staff Fellowship Award**](https://hr.uiowa.edu/learn/mary-jo-small-staff-fellowship-award) **(Professional Development)***Learning and Development*  | To assist staff members to defray costs associated with regional, national, or international meetings or workshops, as well as a variety of other non-academic professional development opportunities on and off-campus. | Application Process Twice per YearFebruary and August Deadlines | All Employees |
| [**Tuition Assistance**](https://hr.uiowa.edu/tuition) **(Professional Development)** *Learning and Development*  | To allow eligible faculty and staff to apply for financial assistance to help defray the cost of tuition (excluding other fees) for one college credit course (up to four semester hours). Limited funds are available, employees are asked to take their commitment serious toward the completion of each course funded by this program. Completing the application is not a guarantee of assistance. | Application ProcessSupervisor must approve and submit the application through Workflow by the supervisor’s deadline (the 3rd Friday of the month in: July (fall semester), December (spring semester), and May (summer semester). | All Employees |
| [**Robert F. Ray Staff Scholarship**](https://basbls.uc.uiowa.edu/sites/basbls.uc.uiowa.edu/files/wysiwyg_uploads/robert_ray_scholarship_app_update_3_2018.pdf) **(Professional Development)** *Robert F Ray Foundation and UC/DCE* | To provide funding support to staff members who wish to begin or continue their undergraduate education. | Applicant ProcessApril Deadline | All Employees |
| [**Staff Appreciation Grant Program**](https://hr.uiowa.edu/recognition/staff-appreciation-grant)*Staff Council and UI Organizational Effectiveness* | To provide funding support to groups seeking funding for appreciation/recognition efforts in their specific area.  | Application ProcessBeginning July 1 for use in fiscal year.Only one time per area per fiscal year.For up to $300 (maximum) or $10/staff person.First qualified are first served; funding is limited.Year-round until funding is exhausted. | All Departments/Units |
| **Longevity Awards***Staff Council* | To recognize staff who have reached 25, 30, 35, 40, 45, or 50 years of continuous service. Longevity Award winners receive a certificate and letter of appreciation from the Office of the President. | 25 years and then every 5 years | All Merit & P&S staff |
| [**UI Outstanding Staff Award**](https://staff-council.uiowa.edu/sites/staff-council.uiowa.edu/files/2017outstandingstaffcriteria.pdf)*Staff Council* | To recognize UI staff who have made outstanding accomplishments and contributions that significantly benefited or brought honor or recognition to the University. | Any member of the University of Iowa (faculty, staff, or student) may submit nominations. May Deadline | All current permanent full-time and part-time (50% or more) Merit, Merit Supervisory Exempt/Confidential and P&S staff, including those covered by a collective bargaining agreement.  |
| List of Recognition options at the University of Iowa (including UI HealthCare): [**Rewards and Recognition at The University of Iowa**](https://hr.uiowa.edu/recognition/campus-awards) |

**Campus Wellness Awards and Grants:**

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| **Award:** | **Purpose:** | **How and When:** | **Eligibility:** |
| [**Wellness Heroes Award**](https://hr.uiowa.edu/livewell/wellness-heroes)*liveWell* | To recognize faculty and staff members who are practicing healthy behaviors that are inspiring to others in the workplace. | Nomination Anytime  | All Employees |
| [**Wellness Grants**](https://hr.uiowa.edu/livewell/wellness-grants)*liveWell* | To provide grant funds directly to departments for activities that promote physical and emotional health and well-being to support practicing healthy habits in the workplace easier, which in turn supports a culture of health on campus. Only one wellness grant per department/unit will be awarded each fiscal year. | Application Anytime | All Departments/Units |
| For additional information on University of Iowa liveWell & programs and services offered visit:[**https://hr.uiowa.edu/livewell**](https://hr.uiowa.edu/livewell%20)  |

**Future Plans:**

OP Human Resources will continue to maintain and improve the program and work with leadership to:

* Continually seek new ideas and methods for rewarding and recognizing staff.
* Collaborate with UI Organizational Effectiveness (OE) regarding campus best practices in Rewards and Recognition.
* Promote an environment of open communication to ensure staff will provide feedback and input on successes and areas where improvement is needed.
* Provide a copy of the Reward and Recognition program to the Accounts Payable to ensure compliance with UI, state and federal guidelines.
* Review this policy annually.
* Distribute to leadership of all departments/units within Office of the Provost and University College.

**Funding:**

* If award/recognition is sponsored by outside the unit/department, funding will be supplied by sponsoring source.
* If award/recognition is sponsored by org, department, division, or unit funds will need to be provided from the respective budgets.