



Policy # HR 6.015

Rewards and Recognition for Unclassified Employees Policy

Authority: Chancellor

Effective Date:

06/26/2017

Last Revision:

Initial

PURPOSE:

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.

POLICY:

The appointing authority may, at their 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:

- Rewards should be given for significant outstanding performance that advances college goals and should be tied to specific accomplishments.
- Distributions of rewards are not adjustments to base salary, supplemental compensation, and should not be viewed as automatic or an entitlement.

DISTRIBUTION: Electronically via College’s email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
College Council	N/A
Executive Cabinet	N/A