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 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:
- 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:

<table>
<thead>
<tr>
<th>Reviewing Council/Entity</th>
<th>Approval Date</th>
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</thead>
<tbody>
<tr>
<td>College Council</td>
<td>N/A</td>
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<tr>
<td>Executive Cabinet</td>
<td>N/A</td>
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