



Policy # HR 6.017

Rewards and Recognition for Classified Employees Policy

Authority:	Executive Cabinet	Effective Date:	04/07/2021
	Civil Service Commission	Last Revision:	Initial

PURPOSE:

The College encourages the recognition of excellent achievement and performance that goes beyond the call of duty. When administered and communicated effectively, rewards and recognition is a meaningful way to recognize achievements.

POLICY:

Subject to the provisions of Civil Service Rule 6.16.1, an appointing authority may, at their discretion, implement a program of rewards and recognition for individual employees or for employee groups for significant achievement or employees who receive exceptional performance evaluations. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall be a lump sum not to exceed a total of 10% of the employee's base salary within a fiscal year. However, rewards for employees who receive exceptional performance evaluations shall be limited to a lump sum of up to 3% of the employee's base pay, not to exceed \$2,500. Awarding gift cards or gift certificates to employees is allowable. However, these rewards are considered monetary, and as such, are taxable.

Such rewards and recognition programs shall be implemented in accordance with written policies and procedures established by each department. Distributions of rewards are not adjustments to base salary, supplemental compensation, and should not be viewed as automatic or an entitlement. In addition, any payments are contingent upon availability of funding.

- The Rewards and Recognition policy must be submitted to the Department of State Civil Service for approval by the SCS Commission prior to implementation.
- The policy must state the specific work-related requirements for the reward, and ensure consistency in implementation and compliance.
- The achievements to be rewarded must be listed in the policy along with the amounts of the rewards to be given.
- The names of recipients and the amounts granted must be publicly posted at the agency.

- Agencies must submit an annual report by July 31 to the Department of State Civil Service. This report must detail payments made to employees under this policy.
- The policy must be posted in a manner, which ensures availability to all employees.

Performance Pay

Employees who receive an overall performance rating of “Exceptional” may be rewarded up to a 3% lump sum payment not to exceed \$2,500. The reward may be less than 3%, but every employee receiving an “Exceptional” rating must receive the same percentage. The disbursement date must be paid between September 1st and June 30th of each fiscal year. Employees with “Exceptional” ratings may be eligible for these payments each year.

REFERENCE: Civil Service Rule 6.16.1

DISTRIBUTION: Electronically via College’s email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
College Council	02/23/2021
Executive Cabinet	02/23/2021
Civil Service Commission	04/07/2021