

DAS Statewide HR Policy

SUBJECT: Employee Performance Recognition Program **NUMBER:** 50.040.01
DIVISION: Chief Human Resources Office Services Division **EFFECTIVE DATE:**
08/05/05 DRAFT

APPROVED: Signature on file with the Human Resource Services Division DRAFT

POLICY STATEMENT: In order to reward and reinforce desired, demonstrated behavior, achievement, and results, appointing authorities may establish and maintain plans that to recognize and promote extraordinary employee and/or team achievements.

AUTHORITY: ORS 240.235, 240.240; 240.250

APPLICABILITY: Classified unrepresented, management service, unclassified executive service and unclassified unrepresented employees All employees, excluding temporary employees, where not in conflict with a collective bargaining agreement.

ATTACHMENTS: None

DEFINITIONS: See HRSD-State HR Policy 10.000.01, Definitions; and OAR 105-010-0000

POLICY:

~~(1) In order to reward and reinforce desired, demonstrated behavior, achievement, and results, appointing authorities may establish and maintain plans that recognize and promote extraordinary employee and/or team achievements. Accordingly:~~

(a)(1) An agency head shall determine the nature of the employee performance recognition program, to include:

- (A)(a) plan objectives;
- (B)(b) eligibility;
- (C)(c) performance criteria;
- (D)(d) plan administration;
- (E)(e) award components:
 - (+) (f) cash or
 - (#) (g) non-cash
- (F)(h) communication to employees; and,
- (G)(i) costs and funding.

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Employee Performance Recognition Program

50.040.01

~~(b)(2)~~ An agency head ~~shall ensure~~ ~~that~~ the program ~~is in compliance~~ complies with all applicable rules, policies and regulations. He/she ~~shall ensure~~ the program can be financed within the limits of its biennial budget and legislatively approved program.

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~~(e)(3)~~ An agency head ~~shall conduct~~ and ~~document~~ a written program evaluation and audit on at least a biennial basis to assess and effect program improvements and corrective actions, as necessary. The written evaluation ~~shall should~~ include a determination of employee understanding and satisfaction with the program.

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~~(d) Programs shall not duplicate the Employee Suggestion Awards Program.~~

~~(e)(4)~~ Both cash and non-cash awards are generally one-time awards and shall not exceed \$50 in a calendar year (maximum of \$50 per individual if award is a team award). If cash-based, the award amount shall not be included in the employee's base salary. Cash awards are processed through the payroll system and are subject to taxation as income.

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~~(f)(5)~~ Employee(s) may receive a cash or a non-cash award, or a combination of the two.

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~~(g)(6)~~ Cash or non-cash awards, combined or separate, shall not exceed a cash value of \$50.

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~~Performance Measure: Percent of program provisions and requirements fully documented in writing and consistently and equitably applied.~~

~~Performance Standard: 100%~~