

<div><div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div></div> <div>STATEWIDE POLICY</div>	<div>NUMBER</div> <div>50.040.01</div>	<div>SUPERSEDES</div> <div>50.040.01 02/01/2019</div>
	<div>EFFECTIVE DATE</div> <div>3/21/2025</div>	<div>PAGE NUMBER</div> <div>Pages 1 of 2</div>
	<div>REVIEWED DATE</div>	
<div>Division</div> <div>Chief Human Resources Office</div>	<div>Authority</div> <div>ORS 240.235, 240.240; 240.250</div>	
<div>Policy Owner</div> <div>CHRO Policy Unit</div>		
<div>SUBJECT</div> <div>Employee Performance Recognition Program</div>	<div>APPROVED SIGNATURE</div> <div>Signature on file with the Chief Human Resources Office</div>	

POLICY STATEMENT

To reward extraordinary achievement and results and reinforce desired behavior, agency heads are encouraged to establish and maintain program(s) to recognize the extraordinary achievements of employees or teams.

APPLICABILITY

All employees where not in conflict with an applicable collective bargaining agreement, excludes temporary employees and volunteers.

ATTACHMENTS

None

DEFINITIONS

Refer to State HR Policy 10.000.01, Definitions.

POLICY

- (1) If an agency chooses to establish an employee performance recognition program, the agency head determines the nature of the program and develops the program(s) components which include:
 - (a) program objectives;
 - (b) eligibility;
 - (c) performance criteria;
 - (d) program administration;
 - (e) award components:
 - (A) cash;

(B) non-cash; or

(C) a combination of cash and non-cash;

(f) communication to employees; and,

(g) costs and funding.

(2) The agency head is responsible for ensuring the following:

(a) The program complies with all applicable statutes and laws, rules, policies, regulations and collective bargaining agreements.

(b) The program is sustainable and can be financed within the limits of the agency's biennial budget and legislatively approved program.

(c) An evaluation is conducted and documented on at least a biennial basis to assess the program, evaluate any disparate impact, make improvements, and take corrective action, as necessary. The written evaluation should include a determination of employees' understanding of and satisfaction with the program.

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

(4) Employee(s) may accept a cash or a non-cash award, or a combination of the two.