

DAS Statewide Policy

SUBJECT: Employee Performance Recognition Program **NUMBER:** 50.040.01
DIVISION: Human Resource Services Division **EFFECTIVE DATE:** 08/05/05

APPROVED: Signature on file with the Human Resource Services Division

POLICY STATEMENT: 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.

AUTHORITY: ORS 240.235, 240.240; 240.250

APPLICABILITY: Classified unrepresented, management service, unclassified executive service and unclassified unrepresented employees

ATTACHMENTS: None

DEFINITIONS: See HRSD State 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) An agency head shall determine the nature of the employee performance recognition program, to include:
 - (A) plan objectives;
 - (B) eligibility;
 - (C) performance criteria;
 - (D) plan administration;
 - (E) award components:
 - (i) cash or
 - (ii) **non-cash**
 - (F) communication to employees; and,
 - (G) costs and funding.
 - (b) An agency head shall ensure that the program is in compliance 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.

- (c) 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 include a determination of employee understanding and satisfaction with the program.
- (d) Programs shall not duplicate the [Employee Suggestion Awards Program](#).
- (e) **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.
- (f) Employee(s) may receive a cash **or a** non-cash award, **or** a combination of the two.
- (g) Cash or non-cash awards, combined or separate, shall not exceed **a cash value of \$50**.

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

Performance Standard: 100%