

**SUBJECT:** Employee Performance Recognition Program      **NUMBER:** 50.040.01

**DIVISION:** Chief Human Resources Office      **EFFECTIVE DATE:** 2/01/2019

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**APPROVED: Signature on file with the Chief Human Resources Office**

**POLICY STATEMENT:** In order 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.

**AUTHORITY:** ORS 240.235, 240.240; 240.250

**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, to 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, make improvements and take corrective action, as necessary. The written evaluation should include a determination of employee's 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 receive a cash or a non-cash award, or a combination of the two.