



<b>Policy Title: Employee Recognition Policy</b>	<b>Effective Date: 7/1/2017</b>
<b>Policy Number: HR-PO-1403</b>	<b>Date of Last Review: 8/27/2021</b>
<b>Oversight Department: Department of Human Resources</b>	<b>Next Review Date: 9/1/2024</b>

**1. PURPOSE**

The \_\_\_\_\_ for Radford University sets forth the requirements for establishing new recognition programs and for recognizing University employees under existing recognition programs.

**2. APPLICABILITY**

This policy applies to all University employees and divisions, departments, or offices seeking to



completion of significant special projects that are above and beyond defined job responsibilities. The applicable limits for such awards are as follows:

- a. Deans, directors, department heads, or supervisors may grant:
    - i. Up to 16 hours of recognition leave per eligible employee in a leave year
    - ii. Up to \$250 in monetary awards per employee in a fiscal year
  - b. The President, Provost, or Vice Presidents may grant or approve:
    - i. Up to 40 hours of recognition leave per eligible employee in a leave year
    - ii. Up to \$2,000 in monetary awards per employee in a fiscal year
2. **Planned Recognition:** The Department of Human Resources (Human Resources), President, Provost, vice presidents, deans, directors, or department heads may develop planned recognition programs to acknowledge employee accomplishments or to promote desirable work habits and behaviors. Planned recognition programs are announced to

- b.** The timing of multiple nonmonetary awards to an employee could result in the cumulative value of nonmonetary awards totaling \$100 or more in a calendar year. In

- iii. The Tax Compliance Officer will monitor and coordinate with the Payroll Office to tax the employee for the appropriate amount of the credit awarded in the next available paycheck.
- d. Cash-like Awards (except nonrefundable credit to the employee's RU Express Card) and Nonmonetary Awards –
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5. For proposed programs with monetary and/or nonmonetary awards exceeding \$100 total, Human Resources will forward the program to the President's Cabinet for approval. Human Resources will notify the requestor as to whether the program was approved by Cabinet.

## **6. EXCLUSIONS**

This policy does not apply to the annual Employee Service Awards Program, the Presidential Employee Service Award Program, or other employee awards and programs funded by the Radford University Foundation.

This policy also does not apply to other types of one-time payments (e.g. in-band bonuses) covered under DHRM Policy 3.05, Compensation.

Additionally, this policy does not apply to promotion in rank for tenured, tenure-track, and special purpose faculty, including tenured faculty serving in administrative or professional faculty positions, which is governed by the

