

# AURARIA CAMPUS POLICY

Policy Title:	Recognition Program		
Approval Authority:	Chief Executive Officer		
Last Revised:	December 21, 2021	Category:	Internal Administrative Policy
Last Reviewed:	December 21, 2021	Effective:	December 21, 2021

## 1. Purpose

Auraria's Recognition Program has been created as a means of recognition of specific performance for exceptional service to our community, usually involving unplanned work coverage, special project work, exceptional performance of job duties, and other similar circumstances.

The Recognition Program is intended to be a non-base building, one-time "spot-incentive" as directed by the CEO, Chiefs, or Department Leaders, and requires written description of the performance being recognized and approval by the CEO and acknowledge employee contributions through specific noteworthy accomplishments or behaviors that are aligned with Auraria's goals and values.

Recognition awards are given to recognize specific efforts and activities targeted by the organization as important, e.g., application of new competencies, assuming new responsibilities on an interim & short-term basis, exceptional service to Auraria. And also, individual incidences of safety, achievement, reliability, excellent customer service, years of successful performance, positive attitude, or teamwork.

## 2. Audience

This internal administrative policy applies to all AHEC staff. Eligibility parameters apply, and in order to receive a Recognition Incentive, a staff member must be actively employed by AHEC in a non-temporary position at the time the incentive is paid.

## 3. Policy

Eligibility:

To receive a Recognition Incentive, individuals must be actively employed by AHEC in a non-temporary position at the time the incentive is paid.

Types of incentives:

- Non-base building cash award - to an employee in recognition of special and/or exceptional contributions or accomplishments
- Non-cash incentives -
  - Award of time off work provided as paid administrative leave
  - Award of work-life options. Examples include limited-time remote work assignments, and limited-time flexible work schedules

Recognition awards limits and payment method:

Recognition awards are non-base building cash awards processed as "income" using Auraria's payroll program. Recognition awards are subject to state/federal withholdings, and applicable standard deductions.

There is no minimum recognition award. Recognition awards are non-base building and may not exceed 10% of base income. Recognition awards are one-time payments, also considered a "spot-incentive" and, as such, do not modify an hourly pay rate, and are not subject to shift differentials.

Administration:

Recognition Program incentives require written documentation in the form of a memo outlining the activity being recognized and proposing the amount awarded. The memo requires approval from the CEO and will be processed as a one-time spot award by the payroll department. The memo will become a part of the employee's personnel record.

Communication plan:

The Recognition Plan will be included in the Auraria Campus Policy manual online and available to all eligible employees.