

## **DUO Employee Recognition Policy**

**3/1/2022**

### **Purpose**

The purpose of the Division of University Operations (DUO) Employee Recognition Policy is to manage employee recognition within DUO in a manner that is consistent, efficient and in compliance with Colorado State University's Financial Rules, Financial Procedures, and best practices. The DUO Milestone Committee has developed this policy to complement relevant documented Colorado State University policies and procedures.

### **Policy Scope and Limitations**

- This policy applies to all employee recognition within DUO regardless of method, amount, frequency, or employee classification.
- Each department is authorized to provide employee recognition activities within the following parameters:
  - Recognition is subject to budget availability within each department.
  - Non-cash recognition gifts and awards such as plaques, trophies, and mementos must be provided through a formal, documented process that is approved by the Vice President for University Operations (VPUO).
  - The total value of all non-cash gifts and awards given to an employee in one fiscal year that exceeds \$100 is taxable to the employee and must be reported to Payroll for proper reporting.
  - The total value of all recognition events including food provided and event-related fees such as off-campus venue and equipment rental cannot exceed \$50 per employee per event or \$100 per employee per year. On-campus venue and equipment rental fees, excluding food and catering fees, are excluded from the \$50 per employee per event or \$100 per employee per year limit.
  - Refer to the Birthday Recognition section, the Bereavement Recognition section, and the Retirement Recognition section for specific exemptions from these dollar limits.
- Each department is responsible for tracking recognition-related expenditures on a per employee and per event level.
- Cash and cash equivalent awards are only permitted for acts or achievements clearly benefitting the university.
  - Cash and cash equivalent awards of any amount are taxable to the employee and must be reported to Payroll for proper reporting.
  - There is no overall limit to the dollar amount of cash and cash equivalent awards that may be given to an employee in a fiscal year, but they must be part of a formal, documented program or process that is approved by the VPUO.
- Training, working meetings, and structured team building activities, including food provided and on-campus venue and equipment rental fees, are exempt from the \$100 per employee per year limit in this policy.

### **Milestone Recognition**

- University Advancement, with funding from DUO, provides milestone gifts for all University employees beginning with ten years of service.

- No other milestone gifts should be given to promote fairness and equity across campus.
- A recognition letter from the Vice President for University Operations will be sent to each employee celebrating a service milestone in increments of five years of service

### **Holiday Recognition**

- Holiday recognition events and related expenses are allowable and must fall within the \$50 per employee per event and \$100 per employee per year limit.

### **Specific Program Recognition**

- Departments are encouraged to develop specific programs to promote and reward employee excellence and compliance with our Principles of Community. All recognition programs must contain clear, written criteria for awards and be approved by the VPUO.
- Examples of acceptable programs include mentoring programs and peer or supervisor recognition awards.
- All recognition events and related expenses, other than on-campus venue and equipment rental, must fall within the \$50 per employee per event and \$100 per employee per year limit.
- Refer to the Policy Scope and Limitations section for information on cash awards, cash equivalent awards and non-cash gifts and awards.

### **Birthday Recognition**

- Departments may purchase birthday greeting cards of minimal value for employees; virtual greeting cards are encouraged.
- Birthday greeting cards are exempt from the \$100 per employee per year limit.

### **Bereavement Recognition**

- Departments may purchase cards, flowers, and mementos not to exceed \$100 in total value for a current or former employee upon the death of the employee or the current employee's family member.
- Bereavement purchases are exempt from the \$100 per employee per year limit.

### **Retirement Recognition**

- Departments are encouraged to provide events to recognize individual retirements.
- All event-related fees and food provided for retirement recognition are exempt from the \$50 per employee per event and \$100 per employee per year limit.
- Consider the employee's total length of service to the University when determining the scope and size of the event.
- Each retiring employee with five or more years of university service is eligible for a non-cash, tangible retirement gift of up to \$400 in value, with funding for the gift provided by VPUO. Departments are not permitted to purchase gifts for more than \$400 and charge a person or department for the difference.
- An employee may not receive more than one retirement award within a five-year period.