“Do it right first; don’t ask for forgiveness later.”
Recognition and Training Policy
PSC Procedural Statement

- Lisa Stanford - What’s my role?
- Recognition Categories
- Formal Recognition Programs
- Approval process for Recognition Awards
- Other related policies
- Some examples and pitfalls
The Categories are...

• Length of Service
• Merit
• Participation
• and Safety – limited to frontline positions, rarely used
Recognition Categories

Length of Service

- To acknowledge years of service
- 5 years is the minimum
- Frequency = > 5 year increments
- Capped at $400
- Must be non-cash
- Awards are typically engraved, non-precious metal/stone

Tax reportable?

No

Award Examples:
- Clocks
- Plaques
- Desk art
Recognition Categories

**Merit**
- To acknowledge excellence, outstanding achievement, teamwork, commendations, exceptional service
- Most common category
- **Formal Program***
- Cash, cash-like, and non-cash engraved with recipient name, or other non-cash

**Tax reportable?**
- Yes

**Award Examples:**
- *Gift cards*
- Framed certificates
- Plaques
- Trophies
Recognition Categories

Participation

- For involvement in a University activity such as a survey
- Should be of nominal value
- Formal Program*
- Cash, cash-like, and non-cash engraved or other non-cash

Tax reportable?
Yes

Award Examples:
- Gift cards*
- Door prize
Is a formal program required?

Questions you should ask

• Type of award?
• What is the value?
• Who is the recipient – employee or non-employee?
• **Student or trainee***?
• Appropriate?
• Are funds available?
• Is the reporting form required?

Recognition Program required

• Cash in any amount for all recipients
• Cash-like > $100 for all recipients
• Cash-like up to $100 for employees
• Non-cash > $100 for all recipients
What information should be included in a formal Recognition Program?

- Name of the recognition program.
- The recognition category.
- Description of who is eligible to receive the recognition award. There must be more than one eligible person.
- A clear and distinct description of the award criteria.
- Explanation of the selection method.
- Description of the award, including individual award limits or ranges as well as total aggregate award limits or ranges.
- *and for the SOM Dean’s Office, include the SPEED TYPE!!!*
Approval Process

Officer and HR approval are required for Recognition Awards

- Cash for employees
- Cash-like for employees
- Non-cash > $100 not associated with employee evaluation
- Any award > $2,000 for associates or other individual

- For other schools & colleges, the Officer is your Dean.
- For Vice Chancellor for Research Affairs, the Officer is Richard Traystman, M.D.

Richard D. Krugman, M.D.
Dean, School of Medicine
and Vice Chancellor for Health Affairs
## Approval Process

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<thead>
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<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Org Unit submits program</td>
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<tr>
<td>2.</td>
<td>SOM Dean’s Office review</td>
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<td>3.</td>
<td>Campus HR review</td>
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<td>4.</td>
<td>SOM Dean’s Office approval</td>
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<td>5.</td>
<td>Campus HR approval</td>
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<tr>
<td>6a.</td>
<td>SOM Faculty Affairs approves Faculty Additional Pay</td>
</tr>
<tr>
<td>6b.</td>
<td>UCD Finance approves Gift Cards</td>
</tr>
<tr>
<td>7a.</td>
<td>Attach approved program/forms in Concur or Marketplace</td>
</tr>
<tr>
<td>7b.</td>
<td>Send Reporting form to PBS or PSC</td>
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</tbody>
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### If cash award/Recognition to Employee:
- Processed via HRMS. Complete the Additional Pay form.
- PBS will record employee awards as additional income.

### If Cash-like or Non-Cash Award/Recognition to Employee:
- Send or fax the RR form to Payroll & Benefit Services (PBS, campus box 400 UCA · fax 303.860.4299).
- PBS will record employee awards as additional income.

### If Award/Recognition to Non-Employee:
- Scan and email signed, completed form to: APinvoice@cu.edu
- Or, send completed form to: PSC, campus box 005UCA.
Other Related Policies

- Tests of Propriety
- Gift Cards
  - Complete *Request for Gift Card Authorization form*
  - Read and sign *Statement of Responsibility*
  - UCD Finance Contact is Kimmer Swanson.
- Official Functions *(and Alcohol)*
  - Resident graduation
  - Staff appreciation – meal only, no other awards or prizes
  - Farewell reception
- Sensitive Expenses

Remember, there is always another policy or 5 to follow.
Some program examples

and pitfalls

- Family Medicine’s “We are family” (Merit - thank you)
- Immunology’s “Young Investigators” (Merit - poster sessions)
- LCME Survey (Participation)
- Office of Student Affairs Match Day (Recognition event)
- Farewell receptions
- Going away lunches/dinners
- CU Bookstore gift certificates

Maintain internal controls
- Responsible custodian
- Limit access
- Secured in lock box, locked drawer
- Tracking
- Inventory no more than 60 days
- Lost awards - employee is responsible
Upcoming Modules

Module IX – Post Doc Fellows, Instructor/Fellows, Affiliate Faculty
June 27, 2013 12:00-1:30 p.m.
Hensel Phelps West Auditorium
Presenters: Cheryl Welch and Valerie Saltou

Please refer to the Calendar on our Administrative Toolbox web page for dates, modules and to register:

http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin_offices/DFA/Pages/Calendar.aspx