

School of Engineering and Applied Science Rewards and Recognitions Process & Policy

The following outline describes the Rewards and Recognitions (R&R) process for classified employees in the School of Engineering and Applied Science:

Basics

- **Basis of Rewards and Recognitions:** Rewards and Recognitions are based upon outstanding customer service (Attachment B) and/or outstanding performance (Attachment C).
- **Cycle:** When SEAS conducts a Rewards and Recognitions cycle, it usually does so at the same time UVA announces its quarterly In-Band Adjustment cycle, which in terms of SEAS Rewards and Recognitions cycle usually translates to the spring semester.
- **Funding:** Some annual funding is provided by the University for Rewards and Recognitions. Approximately \$8,600 is allotted to SEAS, which is usually supplemented with school local funds. Departments are apportioned a share of the available funds based on the number of classified staff in their department. Departments' local funds may also be added to the pool of available funds.
- **Levels of Awards:** Three levels of awards are available to classified staff based on individual Supervisor/Department Chair recommendation (Attachment A). Cash and/or non-cash awards, i.e., recognition leave, are possible. To the extent possible, supervisors should recommend cash and/or non-cash awards in accordance with the employee's preference.
- **Notification of Rewards & Recognition Cycle:** Chairs will be informed of the Rewards and Recognition cycle by the Dean at a Chairs Meeting usually during the spring semester. Classified Staff will be notified of the cycle via email immediately after chair notification. Notification will also be posted on the SEAS website.
- **Departmental Chair Responsibility:** Chairs will notify their department's supervisors regarding the start of the cycle. Supervisors will nominate classified employees using the Recognition Award Request Form found at <http://www.hrs.virginia.edu/linksforms.html> under UHR Compensation Management. Chairs will review supervisor requests and decide which nominations to submit to the SEAS Compensation Management Advisory Committee (CMAC). It should be noted that only supervisors may nominate employees.
- **Compensation Management Advisory Committee (CMAC) Responsibility:** The CMAC committee consists of four SEAS faculty members, i.e., SEAS Senior Associate Dean and Associate Dean for Research, SEAS Associate Dean for Academic and Administrative Services, SEAS Assistant Dean for Finance and Budget, SEAS Faculty Council/Senate Representative, and the classified SEAS Human Resource Manager. CMAC's responsibility is to review Recognition Award Request forms for accuracy, i.e., within budget specifications set by the dean, completeness of form, etc. The CMAC committee does not determine which employees will go forward – the committee only serves to make sure the applications are complete and according to policy. If protocol has not been followed and compliance not adhered to, i.e., form completion and funding restrictions, then the CMAC committee will send the nomination back to the Chair for revisions. The Dean makes the final approval and forwards nominations to UVA Human Resources for implementation.
- **Notification of Receipt of Awards:** Once SEAS has been informed by UVA Human Resources of approved awards, SEAS Associate Dean for Academic and Administrative Services will notify the department chair who will then inform the classified employee via a letter.

Attachment A (Approved by Provost Office)

1st Level Recognition – Intended to recognize a superb job on a project, task or activity including outstanding support of day-to-day business operation/process, or for innovations leading to the improvement of a work process, workflow, or in customer service.

**Cash and Non-Cash Awards up to \$500
And/or one (1) day of recognition leave**

Supervisor initiated – Requires Chair approval, review of the CMAC, and approval of the Dean.

Submit RARF (Complete Sections I, II, and III). Send the signed original to the SEAS Human Resource Manager for processing.

2nd Level Recognition – Intended to recognize sustained outstanding achievement and/or contribution above and beyond standard job requirements or to recognize innovations leading to improvements in the work process, workflow, or in customer service.

**Cash and non-cash awards up to \$1,000
And/or three (3) days of recognition leave**

Supervisor initiated – Requires Chair's approval, review of the CMAC, and approval of the Dean.

Submit RARF (Complete Sections I, II, and III). Send the signed original to the SEAS Human Resource Manager for processing.

3rd Level Recognition This is the highest level of award that may be given to an individual or team to recognize a major extraordinary achievement and/or extraordinary contribution requiring maximum effort that significantly impacted customer service and productivity that is not likely to repeat itself.

**Up to \$2,000 cash/non-cash award
And/or five (5) days of recognition leave per calendar year, i.e., Jan. 10 – Jan. 09**

Supervisor initiated – Requires Chair's approval, review of the CMAC, and approval of the Dean.

Submit RARF (Complete Sections I, II, III). Send the signed original to the SEAS Human Resource Manager for processing.

Attachment B (Approved by Provost Office)

Customer Service Recognition Award

Goal/Objective: To promote and recognize excellence in service to the customers of the SEAS. Customers include faculty, students, student's families, alumni, other academic and administrative units within the University community, and research sponsors.

Business Reasons(s) for Using Program: To enhance the relationship between the customers and staff throughout the University community.

Nomination Process, if applicable: Nomination process will be according to SEAS policy for each level of award. (See Attachment A).

Criteria to Be Used to Differentiate Levels of Awards:

1st Level – Award is significant at the individual office or laboratory level.

2nd Level – Award is significant at the Departmental or cross/Departmental level in SEAS.

3rd Level – Award is significant at the School-wide level and/or is significant at the School, Schools and/or University level.

Approval Process: Approval Process will be according to SEAS policy for each level of award (Refer to Attachment A)

Communication Plan:

How you plan to communicate the program to employees or teams, if applicable? Announcement at the Chair's meeting. We anticipate a group presentation for all supervisors, and an in-depth announcement via published document on the Budget Office Web Site and email.

How you plan to notify the employee or the team of the award? Notification shall be by the Associate Dean for Academics and Administrative Services and/or by the Department Chair. Recipients shall be notified via a written congratulatory letter.

Training:

How you plan to train your organization's management, if applicable, who will be using the program? We anticipate training as a group for all supervisors and departmental Chairs, along with CMAC committee members. Training will also be provided as a document on the SEAS Budget Office Web Site.

Outstanding Performance Award

Goal/Objective: **To encourage excellence in performance of tasks and duties above and beyond daily expectations. Includes volunteering for (or managing) a special project, etc. Includes contributing more to the project than required and/or initially expected.**

Business Reasons(s) for Using Program: **To promote excellence in the performance of duties and to encourage independence in the decision-making process.**

Nomination Process, if applicable: **Nomination process will be according to SEAS policy for each level of award. (See Attachment A).**

Criteria to Be Used to Differentiate Levels of Awards:

1st Level – Award is significant at the individual office or laboratory level.

2nd Level – Award is significant at the Departmental or cross/Departmental level in SEAS.

3rd Level – Award is significant at the School-wide level and/or is significant at the School, Schools, and/or University level.

Approval Process: **Approval Process will be according to SEAS policy for each level of award (Refer to Attachment A)**

Communication Plan:

How you plan to communicate the program to employees or teams, if applicable?

Announcement at the Chair's meeting. We anticipate a group presentation for all supervisors, and an in-depth announcement via published document on the Budget Office Web Site.

How you plan to notify the employee or the team of the award? **Announcement shall be made by the supervisor for a 1st Level award; by the Departmental Chair for a 2nd Level award, and by the Dean Chair for a 3rd Level award. 2nd and 3rd Level award recipients shall be notified via a written congratulatory letter.**

Training:

How you plan to train your organization's management, if applicable, who will be using the program? **We anticipate training as a group for all supervisors and departmental Chairs, along with CMAC committee members. Training will also be provided as a document on the SEAS Budget Office Web Site.**