**University of Oregon

**Policy Statement Development Form**

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| **Policy Title: EmployeeRecognition Awards and Receptions** | | |
| **Responsible University Office:** | | |
| University Office: | Office of the Senior Vice President and Provost | |
| Office Website URL: | <http://provost.uoregon.edu/> | |
| Policy Owner: | Kathy Warden | |
| Email: | [kathyw@uoregon.edu](mailto:kathyw@uoregon.edu) | |
| Phone: | (541)346-3531 | |
| **DATE**: May 14, 2013 | | |
| **Policy Concept Form:** The policy concept form was approved by the Senior Vice President and Provost on the following date: July 17, 2012  **NOTE: Policy development may not proceed until the policy concept has been approved.** | | |
| **Preamble**:  In order for the University of Oregon to honor employees and also remain fiscally responsible, the University has adopted the following policy regarding employee recognition awards and receptions. | | |
| **Reason for Policy**:  The Employee Recognition Policy’s purpose is to state the amount of funds allowed for expenses incurred by a University of Oregon Unit for employee recognition awards, receptions, or parties. | | |
| **Definitions**:  **Employee in Good standing:** An employee who has no disciplinary actions or sanctions against them when leaving their UO position.  **Performance Awards:** Cash or non-cash awards that recognize and promote extraordinary employee and/or team achievements to reward and reinforce desired, demonstrated behavior, achievement, and results. (<http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700>),  **Service Awards:** Cash or non-cash awards to honor length of service or retirement. (<http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700>),  **University Unit**: A University of Oregon college, school, department, office, center or any other organization within the institution. | | |
| **Policy Statement**:  Two annual events are held for 1) years of service recognition and for 2) retirement recognition. The Human Resources Department will be responsible for organizing the annual events and for insuring employees are recognized.University Units may also honor qualifying employees in a separate event.  As per the OUS Employee Recognition Awards policy (<http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700>),   * Cash and non-cash performance awards paid from Education and General funds of the institution are generally one-time awards, and shall not exceed $50 in a calendar year (maximum of $50 per individual if award is a team award). * Cash and non-cash service awards may not be paid from Education and General funds. * Education and General funds may not be used to provide refreshments or facilities for voluntary social events, either off-site or on-site, such as retirement celebrations. * Gift certificates are cash equivalents and subject to the provisions for cash awards * Cash and cash equivalents including gift certificates are taxable through the payroll system. * Non-cash awards up to $400 are not taxable.   A University Unit may use University of Oregon Foundation funds to cover recognition costs but may not exceed the allowable amounts stated in this policy. Expenditures include all costs associated with the recognition such as reception, food, entertainment, or gifts.  For Service Awards, the employee leaving the University must have been employed at the UO for a minimum of five years. The employee making an internal move within the UO must have been in the position they are leaving for a minimum of five years. The employee must be in good standing when leaving the University or internal position.  **Expenditure allowances:**  **Reception: Not to exceed $2,500.00.** Receptions may include refreshments or meals. Expenses may include gratuities, drinks, invitations, paper products, etc.  **Gift: Not to exceed $400.00** (Note: cash awards or gift certificates are taxable.)  University employees must ensure that expenditures are in alignment with the university's priorities, mission, and the guidelines set forth in this policy. If the cost of the event exceeds the maximum amounts set by these standards, the excess amount is the responsibility of the employee(s) organizing the event and should be collected by “passing the hat” to employees.Any excess amount will not be approved for payment with any UO funds. | | |
| **Exclusions and Special Situations**: | | |
| **Procedures**: | | |
| **Forms/Instructions/Regulations**: | | |
| **Who is Governed by this Policy:**  (Please mark all that apply by double clicking on box)  Faculty  Officers of Administration  Students  Staff  Other: | | |
| **Who Should Know this Policy**:  University of Oregon employees. | | |
| **Cross Reference to Related Policies**:  [OUS policy, Employee Recognition Awards, Number 57.200](http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700) | | |
| **Related Documents**: | | |
| **Frequently Asked Questions**: | | |
| **Revision/Development History**:  2010 – Executive Leadership Team (ELT) put cap of $2000 on retirement party and gift for UO retirees for employees of lengthy service. | | |
| **Organizational Category:**  (Please mark **only** one by double clicking on box)  Administration and Governance  Academic and Curricular  Human Resources  Facilities  Students | | Finance and Business Affairs  University Relations  Health and Safety  Research  Information Technology  General |

**POLICY CONSULTATION AND REVIEW**

Consultation and review by the following individuals or groups:

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| --- | --- |
|  | Date: |
| Vice President or Sr. Vice Provost of: |  |
|  | Date: |
| General Counsel |  |
|  | Date: |
| Senior Vice President and Provost |  |
|  | Date: |
| University of Oregon Senate President |  |
|  | Date: |
| Click here to add Name or Group |  |

**APPROVED BY:**

|  |  |  |
| --- | --- | --- |
| President or Designee |  |  |
|  | Signature | Date |

**POLICY EFFECTIVE DATE:**

**ASSIGNED POLICY NUMBER:**