

Your Departmental Written Recognition Program

All departments should have a written recognition program that has been reviewed annually by the Senior HR Representative and the local budget officer for adherence to *UI guidelines*.

Here are the steps:

- 1) Develop your department's program for this year
- 2) Plan how to maintain and evaluate its success
- 3) Have your Senior HR Representative and Budget Officer review your program and authorize its use.

As you write your program, please address all of the shaded areas.

Recognition Program for _____ Date _____
Prepared by _____
Campus Address _____ Phone _____
Department Head/Designated Official _____
Campus Address _____

► **Step 1: Use the questions below to develop your program:**

1a) Purpose of Program

What outcomes are you looking for? What policies and practices will drive your recognition program? Examples of outcomes: Improves unit goal accomplishment, Supports a culture of "Workplace of Choice", Valuing staff effort supports the University's mission, Staff will recognize the importance of their efforts. Examples of practices: Recognition is clearly linked to unit goals, Open and fair process of awarding, Management and peer-to-peer opportunities, presented in a meaningful way, All staff have an opportunity to be recognized.

1b) Description of Program

What variety of strategies will you include in your plan, including supervisory, peer to peer recognition and unit celebrations?

- **Informal efforts**, e.g. thank you notes (paper, email, on-line), traveling trophies, Welcome Buddy system (staff orientation), "Everyone can be a leader" stickers, newsletter inserts, etc.
- **Formal programs**, i.e. results-based (project completion), customer satisfaction based, people working together (behind the scenes support), innovation-based (process improvement) and length of service.
- **Appreciation efforts for:**
 - **Unit**—Activities may include: Retreats, holiday parties, potlucks, Staff Appreciation Luncheon
 - **Teams/Workgroup**-- Activities may include: Friday pm popcorn break, Support Staff Day, celebrations for training graduations
 - **Individual**—Activities may include: recognition for work anniversaries, birthdays, end of probation, promotions, welcome cards to new staff, time for staff development, etc.

1c) Program Funding and Business Purposes:

For recognition and appreciation efforts that are paid with University funds, have you noted:

- the funding source (Fund number, e.g. 050, 240),
- the classifications of staff who receive the recognition or appreciation, and
- the business purpose for the use of the funds?

Note: The Senior HR Representative and budget officer will check that these elements are covered.

A business purpose may be defined as an effort that is of primary benefit to the University and its mission. Examples of business purposes include: to recognize unit goal accomplishments, to acknowledge performance that supports unit goals, to celebrate the success of a major change initiative, to recognize improvement in processes and services, etc.

1d) How the program is communicated to staff

What methods will be used to ensure that staff are aware of events, peer recognition opportunities, staff celebration, etc.?

► Step 2: Use the questions below to maintain the continued success of your program.

Maintain and improve your recognition program.

How will your area keep the program current and vital? How will you evaluate the success of your department's efforts? What outcomes occurred? What will be changed in the future?

► Step 3 Use the process below to ensure that your program meets UI guidelines.

Certify Program

- Provide a copy to your Senior HR Representative and your budget officer for their approval.
- Senior HR Representative and Budget Officer review, make changes if needed, and sign.
- The departmental recognition program should be available to all staff, i.e. shared drive, posted centrally, etc.
- Inform all staff who submit costs for staff recognition or appreciation to Accounts Payable of your written program

Approved by **Senior HR Representative**

(Print Name) _____

Signature

Date

Approved by **Budget Officer**

(Print Name) _____

Signature

Date