

Your Departmental Written Recognition Program

Purpose of a departmental program: To ensure an open, planned process to recognize the efforts of staff who support the UI mission and accomplish departmental goals.

In order to **use University funds** for staff recognition and appreciation efforts, a written program needs to be reviewed by and filed with the Senior HR Representative and the Budget Officer. An annual review of the program is required.

Using the **template:** To facilitate the process of writing a recognition program, a template is available. Orgs or departments may use any format they wish. This template contains the necessary elements to illustrate opportunities for all staff to be recognized and appreciated, and demonstrates the appropriate use of University funds. It is intended to assist the review of the program by the Senior HR Representative and the Budget Officer.

The **elements** of the template include:

Name of program/event, e.g. Behind the Scenes Award

Eligible staff, e.g. P&S, Merit, Grad Assistants (note: staff represented by bargaining units are not eligible for cash awards or gift certificates to be used for personal use)

Business purpose, e.g. to recognize staff who provide excellent administrative support to programs, services, projects, etc.

Process, e.g. twice/year nominations are reviewed by dept.committee

Awards, e.g. engraved plaque awarded at Spring Recognition Luncheon

Items to be Purchased, e.g. plaques, food

Funding source, e.g. 240 account (tailor the degree of detail necessary for your budget officer to review)

Results, (to be inputted later), e.g. names of staff honored

The Business Office and Accounts Payable welcome the opportunity at this time to review with departments their proposed program to ensure that University funds are being used appropriately. Contact Terry Johnson and Deb Zumbach for assistance.