Policy

UNIVERSITY POLICY: HR-16.00-2004/07

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Employee Recognition Program

Responsible Office/Executive: Executive Vice President and Human Resources

Policy/Purpose: This policy establishes the guidelines by which the University may recognize eligible employees.

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(1) Statement of Policy

(a) The University has developed and may expend available funds for the recognition programs identified in this policy.

(b) All full-time and part-time employees in the Executive Service, Faculty, and University Work Force (*UWF*) pay plans are eligible for recognition.

(2) Recognition and Award Programs

(a) *Superior Accomplishment* - To recognize employees who have contributed outstanding and meritorious service in their fields, which may include proposals adopted by the University that yield no tangible, measurable benefit but enhance safety, convenience, efficiency, or otherwise improve the quality of work life at the University.

1. An employee may receive more than one award within one year.
2. Recognition Categories

a. Presidential Awards - Awarded to individuals or a group for substantial contributions having beneficial University-wide impact. Contributions in this category may include but are not limited to the following: non-recurring exceptional contributions, exemplary accomplishments or acts of valor.

b. Divisional Awards - Awarded to individuals and groups for substantial contributions impacting operations, procedures or inter-departmental effectiveness. The divisional awards include the following:

(I) APlus (Administrative Affairs)
(II) APEX (Academic Affairs)
(III) APPLE (President's Division)
(IV) Professional Excellence (Student Affairs)
(V) PRIDE (Development)

c. Distinguished Service Awards

(I) Marion Viccars Award

(II) Outstanding Employee Awards

(III) Gabor Awards for Excellence

(b) *Program for Incentive/Efficiency (PIE)* - To provide incentives to employees to identify and implement procedures or ideas that generate new revenue or eliminate or reduce expenditures without reducing the quality of essential services.

(c) *Silver ARGO* - (*Award of Recognition for Great Outcomes*) - To recognize specific accomplishments or unique contributions to departmental effectiveness and outstanding performance. This award may apply to an individual or a group.

1. This non-monetary recognition for individuals or groups is for specific accomplishments or unique contributions to departmental effectiveness meriting recognition.

2. Supervisors and directors may recommend employees to the divisional Vice President or the President for recognition of their determination, persistence, extra effort, courage, pride, attitude, exceptional customer service, and going above and beyond assigned tasks.

(d) *Service Awards* – To recognize employees who have achieved increments of five (5, 10, 15, 20, 25, etc.) continuous years of University service.

(e) *Retirement Awards* - To recognize employees retiring from the University.

References: 1001.74 FS. and relevant Collective Bargaining Agreements.

Approved By: Dr. John Cavanaugh Date: 7/1/2004

Dr. John Cavanaugh, President