


PROCEDURE MANUAL

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			Last Revision Date:
			Effective Date: November 1, 2017
Section		Subject	Title: Reward and Recognition Policy for Unclassified Faculty and Staff

The college encourages the recognition of excellent performance and achievement through the use of rewards that are creative, flexible, and meaningful. When administered and communicated effectively, reward and recognition is a way to recognize achievements and performance.

The appointing authority may, at his/her discretion, implement a program of rewards and recognition for individual employees or for employee groups for significant achievement. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall not exceed a total of 10% of the employee's base salary within a fiscal year. Monetary rewards shall not be a part of the employee's base pay, but rather shall be a lump sum reward.

Guidelines:

1. Rewards should be given for significant outstanding performance that advances college goals and should be tied to specific accomplishments.
2. Distributions of rewards are not adjustments to base salary, supplemental compensation, and should not be viewed as automatic or an entitlement.
3. Rewards shall be based on the salary in place the day prior to the effective date of the reward.
4. No reward shall be granted to an employee employed for a period of less than six months prior to the effective date of the reward.