

## Employee Recognition and Reward Procedures

### Purpose

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| 1.1 | The Employee Recognition and Reward Program is designed to provide incentives to individuals and groups to maximize their contributions to UNMC and to enhance UNMC's ability to hire and retain qualified employees in competitive labor market conditions. This program allows the administrative units and/or department flexibility in creating appropriate recognition and reward structures. |
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### Scope

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| 2.1 | <p>All regular employees whose overall performance is above and beyond the scope of their position should be given the same opportunity to be rewarded for going the extra mile and for adding value to UNMC.</p> <p>Service Awards are based solely on the number of years of employment in the University of Nebraska system and are given in 5-year increments for staff and 10 year increments for faculty.</p> <p>Managerial professional, office service, graduate assistant, other academic employees, faculty and administrative staff are eligible for the Chancellor's Council Silver 'U' Award.</p> <p>Managerial professional and office service employees are eligible for the Chancellor's Commendation Gold 'U' Award. Faculty and administrative staff are not eligible for this award.</p> <p>Faculty are eligible for the Outstanding Teacher Award, the Spirit of Community Service Award, the Outstanding Faculty Mentor of Graduate Students Award, the Outstanding Research and Creativity Award (<i>ORCA</i>), the Outstanding Teaching and Instructional Creativity Award (<i>OTICA</i>), the Innovation, Development, and Engagement Award (<i>IDEA</i>), and the University-wide Departmental Teaching Award (<i>UDTA</i>).</p> <p>Faculty are also eligible for the UNMC Scientist Laureate Award, the Distinguished Scientist Award and the New Investigator Award.</p> <p>All paid employees are eligible to access the People Are Everything website.</p> |
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### Basis of the Policy

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| 3.1 | The University of Nebraska Medical Center (UNMC) has a variety of programs to recognize and reward employees with non-cash and with cash awards. These awards recognize employees whose performance is above and beyond the scope of their position and their achievements add |
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	<p>value to the vision and mission of UNMC.</p> <p>UNMC Policy No. 1099, <a href="#">Non-Discrimination and Sexual and Other Prohibited Harassment</a>, should be considered in the recognition and reward selection.</p> <p>All University-wide, UNMC campus-wide and Unit/department-wide recognition and reward programs are based on the availability of funds at each level.</p>
<b>Authorities and Administration</b>	
4.1	<p>The UNMC Human Resources' Associate Director of Employee Relations is responsible for the administration, implementation, and maintenance of the Employee Recognition and Reward Policy at the campus level in consultation with the Assistant Vice Chancellor for Business and Finance Executive Director of Human Resources and the Vice Chancellor for Business and Finance.</p>
<b>Procedures</b>	
5.1	<p><b>Funding</b> - All University-wide, UNMC campus-wide and Unit/department-wide recognition and reward programs are based on the availability of funds at each level.</p> <p>The "Chancellor's Commendation Gold 'U' Award," the "Chancellor's Council Silver 'U' Award," "People Are Everything reward and recognition eCards" and "Service Awards" are campus-wide awards and have central funding and selection processes.</p> <p>The "Outstanding Teacher Award", the "Spirit of Community Service Award" and the "Outstanding Faculty Mentor of Graduate Students Award" are campus-wide awards and have central funding and selection processes (UNMC Faculty Senate).</p> <p>The "UNMC Scientist Laureate Award", the "Distinguished Scientist Award" and the "New Investigator Award" are campus-wide awards and have central funding and selection processes (UNMC Office of the Vice Chancellor for Research).</p> <p>The "Outstanding Research and Creativity Award (ORCA)", the "Outstanding Teaching and Instructional Creativity Award (OTICA)", the "Innovation, Development, and Engagement Award (IDEA)", and the "University-wide Departmental Teaching Award (UDTA)" are University of Nebraska - Central Administration administered and funded programs.</p> <p>Units and departments currently have internal recognition and reward programs in place. Human Resources – Employee Relations provides consultation to unit or department leaders in reviewing and enhancing current recognition and reward programs or designing and implementing new ones. Departments may contact Employee Relations at 402-559-6020 or 402-559-5827 for consultation.</p>
5.2	<p><b>Restrictions</b> - There are no restrictions on the number or amount of rewards and recognition that an employee may receive from their unit or department recognition and reward program.</p>

5.3	<b>Tax Issues</b> - Non-cash rewards not exceeding \$50.00 are generally excluded from an employee's taxable income. Gift certificates, other than those solely redeemable for merchandise or services, are taxable to the employee regardless of the amount. All cash value awards are subject to taxation. Please contact the Payroll Office for questions regarding the tax impact to the recipient. Retirement, service achievement, or safety awards are excluded.	
5.4	<b>Approval Process</b> - All personal property rewards should have the appropriate unit or departmental approval. A unit may determine who (and for what purpose) may recommend that employees be recognized or rewarded.	
5.5	<b>UNMC Centrally Funded Campus-wide Awards</b>	
	5.5.1	<p><b>The Chancellor's Commendation Gold 'U' Award:</b> The Gold 'U' Award is given to individuals or groups through an open nomination process. The Recognition and Reward Council reviews nominations and selects the recipients for this award. Six (6) Gold 'U' Awards are awarded in a calendar year.</p> <p>A. Eligibility: Managerial Professional and Office Service Staff are eligible to receive this award.</p> <p>B. Accomplishments:</p> <ol style="list-style-type: none"> <li>1. Consistently providing outstanding customer service or improving the effectiveness or efficiencies of daily operations.</li> <li>2. Contributing to and supporting the mission and vision of UNMC in the best interest of UNMC's customers.</li> <li>3. Promoting and acknowledging individual accountability for organization success.</li> <li>4. Creating and fostering an environment of learning and communication.</li> <li>5. Raising the standard on quality and having high expectations for performance.</li> <li>6. Respecting individuals for their cultures, contributions and points of view.</li> <li>7. Pursuing excellence in a professional, ethical manner.</li> </ol> <p>C. Employees Receive:</p> <ol style="list-style-type: none"> <li>1. A Gold "U" pin.</li> <li>2. \$100 cash award.</li> <li>3. UNMC Gold "U" certificate, signed by UNMC Chancellor.</li> <li>4. Breakfast with UNMC Chancellor.</li> <li>5. Invitation to the Annual Service Award Dinner in June.</li> <li>6. Recognition at a Board of Regents meeting.</li> <li>7. Board of Regents "Kudos" certificate, signed by the University of Nebraska President. University of Nebraska Kudos recognize staff who goes "above and beyond" while Resolutions are presented by the Board of Regents to</li> </ol>

		<p>honor service to the university.</p> <p>8. Career Development Award of up to \$2,500. The Career Development Award may be used for the following:</p> <ol style="list-style-type: none"> <li>Registration/tuition expenses for conferences, seminars, or classes that are job related.</li> <li>Travel expenses to approved training/conference location, consistent with applicable UNMC policy.</li> <li>Provide financial support for job or career-related training/development.</li> <li>Training or coursework leading to certification in the employee's field of work.</li> <li>Augment the employee scholarship program (courses must be job related) within the parameters of University of Nebraska Policy.</li> <li>Pay for tuition at a college outside the University of Nebraska system as long as courses are job related.</li> <li>Pay for coursework/training or other programs taken online as long as courses are job related.</li> </ol> <p>Cost associated with required learning materials for approved training, classes/conferences, consistent with applicable UNMC policy.</p> <p><b>Chancellor's Commendation Gold 'U' Award Nomination Form -</b>  <a href="http://www.unmc.edu/hr/Forms/goldu.pdf">http://www.unmc.edu/hr/Forms/goldu.pdf</a></p>
	5.5.2	<p><b>The Chancellor's Council Silver 'U' Award:</b> The Silver 'U' Awards are selected at the unit level, for recognition at a monthly meeting with representatives of other units.</p> <ol style="list-style-type: none"> <li>Eligibility: Managerial professional, office service, graduate assistant, other academic employees, faculty, volunteer faculty and administrative staff.</li> <li>Accomplishments: <ol style="list-style-type: none"> <li>Provide outstanding customer service, improving the effectiveness or efficiencies of daily operations.</li> <li>Support the mission and vision of UNMC in the best interest of UNMC's customers.</li> <li>Promote individual accountability for organization success.</li> <li>Foster an environment of learning and communication.</li> <li>Emphasize quality and have high expectations for performance.</li> <li>Respect individuals for their cultures, contributions and points of view.</li> <li>Pursue excellence in an ethical manner.</li> </ol> </li> <li>Employees Receive: <ol style="list-style-type: none"> <li>A Silver "U" pin</li> <li>A Silver "U" Certificate</li> <li>Lunch with UNMC Chancellor</li> </ol> </li> </ol>

		<p>4. Clothing item with the Silver "U" logo</p> <p><b>Chancellor's Council Silver 'U' Award Nomination Form -</b>  <a href="http://www.unmc.edu/hr/Forms/SilverU.pdf">http://www.unmc.edu/hr/Forms/SilverU.pdf</a></p>
	5.5.3	<p><b>The Service Award:</b> The "Service Awards" are given for length of employment and are given in 5 year increments for Staff (Managerial Professional and Office Service) and 10 year increments for Faculty. Human Resources – Employee Relations administers the Service Award Program for staff via the People Are Everything website. Academic Service Office administers the Service Award Program for Faculty. Each June, office-service, managerial-professional, and administrative employees who have a length of service in 5-year increments (5, 10, 15, 20, 25, 30, 35, 40) and former employees who have retired in the last fiscal year, are honored at a dinner, hosted by the Chancellor, at an off-site location.</p>
	5.5.4	<p><b>People Are Everything:</b> UNMC's online reward and recognition program. The program can be used by all paid UNMC employees to send eCards, submit Silver and Gold U nominations and redeem Service Award gifts.</p> <p><a href="http://www.peopleareeverything.com/unmc">www.peopleareeverything.com/unmc</a></p>
	5.5.5	<p><b>The Outstanding Teacher Award:</b> This program is administered by UNMC Faculty Senate. Nominations should clearly substantiate a meritorious record of excellence in teaching activities by the nominee at UNMC. Honorary Degree and Awards Committee (HDAC) bases its selection of recipients for the awards on documentation that clearly provides evidence of and a track record of outstanding teaching.</p> <p><a href="#">Outstanding Teacher Award Nomination Form and Selection Criteria</a></p>
	5.5.6	<p><b>The Spirit of Community Service Award:</b> This program is administered by UNMC Faculty Senate. This merit award is presented to a faculty member who, through continuing commitment to the surrounding underserved or isolated communities has used expertise, resources, talent, and time without remuneration or has enabled others to provide community service in the following types of programs/projects. The Honorary Degree and Awards Committee (HDAC) bases its selections of recipients for the award on documentation that provides evidence of and a record of accomplishment of continuous community service within the last three years.</p> <p><a href="#">The Spirit of Community Service Award Nomination Form and Selection Criteria</a></p>

5.5.7	<p><b>The Outstanding Faculty Mentor of Graduate Students Award:</b> This program is administered by UNMC Faculty Senate. A significant activity in a research university is the education and training of graduate students. At this level of education, the graduate student associates with a faculty member conducting original research. The graduate student and faculty member agree to a mutual relationship whereby the faculty member oversees the student's selection of graduate class work and guides the dissertation research. In doing so the faculty member assumes the role of mentor thereby exercising significant influence on the current and future performance and attitudes of the student. Because of the profound effects of mentors on graduate students, the UNMC Faculty Senate wishes to institute a merit award, the UNMC Outstanding Faculty Mentor of Graduate Students Award, to recognize faculty who exemplify excellence in the mentoring of graduate students at UNMC. In doing so UNMC wishes to honor these individuals to provide models for other faculty to emulate. The Honorary Degree and Awards Committee (HDAC) bases its selection of recipients for the award on documentation that provides evidence of and a record of continuous accomplishment of mentoring graduate students over a period of at least the last five years.</p> <p><a href="#"><u>The Outstanding Faculty Mentor of Graduate Students Award Nomination Form and Selection Criteria</u></a></p>
5.5.8	<p><b>The UNMC Scientist Laureate Award:</b> This award is the highest recognition given to a UNMC investigator. Criteria for the award, which is sponsored by the Chancellor, include the researcher's history of leading outstanding research program(s), publishing research results in journals of the highest quality, and showing the ability to attract and retain additional funding. The award recipient is selected by a panel composed of UNMC deans and directors, as well as the office of the Vice Chancellor for Research.</p> <p>For additional information contact the Office of the Vice-Chancellor for Research at 559-6162.</p>
5.5.9	<p><b>The Distinguished Scientist Award:</b> Criteria for the award, which is sponsored by the Chancellor, include the researcher's history of leading outstanding research program(s), publishing research results in journals of the highest quality, and showing the ability to attract and retain additional funding during the past 5 years. The award recipients are selected by a panel composed of UNMC deans and directors, as well as the office of the vice Chancellor for research.</p> <p>For additional information contact the Office of the Vice-Chancellor for Research at 559-6162.</p>



5.5.10	<p><b>The New Investigator Award:</b> This award is given to outstanding UNMC scientists who in the past one to three years have secured their first federal funding from the National Institutes of Health, the Department of Defense or other federal sources. The recipients also have to demonstrate scholarly activity such as publishing their research and/or presenting their findings at national conventions and gatherings. This award is sponsored by the Chancellor. The award recipients are selected by a panel composed of UNMC deans and directors, as well as the office of the vice Chancellor for research.</p> <p>For additional information contact the Office of the Vice Chancellor for Research at 559-6162.</p>
5.6	<p><b>University of Nebraska Central Administration Funded Awards</b> The University of Nebraska recognizes the importance of honoring accomplished faculty for significant contributions and achievements. Faculty excellence in teaching, research and outreach is honored each spring with the ORCA, OTICA, IDEA and UDTA awards presented by the President. University of Nebraska Kudos recognize staff that go "above and beyond," while Resolutions are presented by the Board of Regents to honor service to the university.</p>
5.6.1	<p><b>Outstanding Research and Creativity Award (ORCA):</b> This award honors members of the University of Nebraska faculty who have conducted outstanding research or creative activity of national/international significance. For additional information, nomination form and deadlines schedule: <a href="#">Outstanding Research and Creative Activity Award (ORCA)</a></p>
5.6.2	<p><b>Outstanding Teaching and Creativity Award (OTICA):</b> This award honors members of the University of Nebraska faculty who have developed meritorious and sustained records of excellence in teaching and creativity related to teaching. For additional information, nomination form and deadlines schedule: <a href="#">Outstanding Teaching and Instructional Creativity Award (OTICA)</a></p>
5.6.3	<p><b>Innovation, Development, and Engagement Award (IDEA):</b> This awards honors members of the University of Nebraska faculty who have extended their academic expertise beyond the boundaries of the university in ways that have enriched the broader community. For additional information, nomination form and deadlines schedule: <a href="#">Innovation, Development and Engagement Award (IDEA)</a></p>
5.6.4	<p><b>University-wide Departmental Teaching Award (UDTA):</b> This award honors a department/unit of the University of Nebraska which has outstanding <i>esprit de corps</i> in its dedication to the education of students at the undergraduate, graduate, or professional levels. For additional information, nomination form and deadlines schedule: <a href="#">University-wide Departmental Teaching Award (UDTA)</a></p>
5.8	<p><b>Considerations:</b> Unit or department administrators should consider the following elements in reward and recognition decisions:</p> <ol style="list-style-type: none"> <li>The extent to which employees or groups of employees to be affected by the proposed</li> </ol>

	<p>plan are identifiable and separable in some manner from other employees, either by job activity, organizational element, or other appropriate and valid means</p> <p>b. For group rewards, participants should have an identifiable contribution to the rewarded outcome</p> <p>Recognition and rewards should be based on objective, measurable outcomes or achievements</p>
5.9	<b>Recognition and Reward Options</b>
5.9.1	<p>Non-Cash/Personal Property Rewards: Some examples of non-cash rewards include:</p> <ul style="list-style-type: none"> <li>A. Center for Healthy Living memberships</li> <li>B. Computer accessories or software</li> <li>C. Gift certificates for specific merchandise, services, or food are not taxable, if less than \$50.00. No cash should be received back by the employee. If this might occur, the gift certificate should be treated as a "cash" reward.</li> <li>D. Gifts</li> <li>E. Logo T-shirts, sweatshirts, caps, mugs, etc.</li> <li>F. Pizza or other parties for workgroups</li> <li>G. Professional development funds</li> <li>H. Tickets to local performances (movie, theatre, sports events, etc.)</li> </ul>
5.9.2	<p>Recognition: Some examples of recognition include:</p> <ul style="list-style-type: none"> <li>A. A plaque to a workgroup or individual for achievement or accomplishment</li> <li>B. Appreciation eCard</li> <li>C. Chancellor's Commendation Gold 'U' Award</li> <li>D. Chancellor's Council Silver 'U' Award.</li> <li>E. Community Service Award</li> <li>F. Distinguished Scientist Award</li> <li>G. Letter of recognition and appreciation directly to employee</li> <li>H. New Investigator Award</li> <li>I. Outstanding Faculty Mentor of Graduate Students Award</li> <li>J. Outstanding Teacher Award.</li> <li>K. Partnership Award</li> <li>L. Recognition within the department or unit of years of service on the anniversary date or in conjunction with the campus-wide recognition of an employee's "milestone" of service, given in 5 year increments.</li> <li>M. Special recognition for individuals or workgroups at a Unit or Department meeting</li> <li>N. Spirit of Community Service Award</li> <li>O. Thank 'U' Reward (the UNMC community is encouraged to recognize each other for excellent service, special projects, and extraordinary work)</li> <li>P. UNMC Scientist Laureate Award</li> </ul>



5.10	<p><b>Unit/Department Approvals and Records:</b> Non-cash personal property gifts must be recorded by the administrative units. Administrative units must keep accurate records ready for review upon request for three years afterward for all non-cash personal property given in the unit, with the following information:</p> <ul style="list-style-type: none"> <li>A. Employee name and UNMC personnel number</li> <li>B. Reason for the personal property/gift</li> <li>C. Type of personal property/gift, with reference to the Purchase Order, used to purchase gift certificates or personal property, or to one-time pay.</li> </ul> <p>Purchase orders must have the appropriate unit or department signatures. Administrative units may decide on other additional approvals needed for the recognition and reward</p>
5.11	<p><b>Procedures for Issuing Awards:</b></p> <ul style="list-style-type: none"> <li>A. Obtain appropriate unit or department approval for the incentive awards.</li> <li>B. For a gift of personal property: <ul style="list-style-type: none"> <li>1. The purchase requisition should list the cost of each gift and the employee's name.</li> <li>2. Purchasing/Accounts Payable will notify the payroll department of all requisitions for purchases of employee gifts over \$50.00. The payroll department will add this cost to the employee's gross wages. Income and social security taxes will be withheld and appropriate gross wages incremented. This will appear on the employee's check stub as earnings type "GFT - Gift Cert".</li> <li>3. The Internal Revenue Service (IRS) has clarified that any cash value certificate provided to an employee is subject to taxation and withholding. Previously, certificates valued under \$50.00 were exempted through a "di minimus" rule. With this clarification, those certificates that have a cash value will be taxed.</li> <li>4. Departments that give cash value gift certificates to employees are required to contact the UNMC payroll no later than December 15, in the current calendar year, with the appropriate information, so that the value can be added and taxed appropriately on the employee's paycheck.</li> </ul> </li> </ul>
<p><b>Notice of Non-Discrimination</b></p>	
6.1	<p>Please see UNMC's <a href="#">Notice of Non-Discrimination</a> regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
<p>For additional information, contact Human Resources, Employee Relations at 559-7394 or 559-6020 or review the following:</p> <ul style="list-style-type: none"> <li>1. <a href="#">Employee Recognition and Reward Policy</a></li> </ul> <p><b>Nomination Forms:</b></p> <ul style="list-style-type: none"> <li>1. Chancellor's Commendation Gold 'U' Award Nomination Form - <a href="http://www.unmc.edu/hr/Forms/goldu.pdf">http://www.unmc.edu/hr/Forms/goldu.pdf</a></li> <li>2. Chancellor's Council Silver 'U' Award Nomination Form - <a href="http://www.unmc.edu/hr/Forms/SilverU.pdf">http://www.unmc.edu/hr/Forms/SilverU.pdf</a></li> </ul>	

3. [Innovation, Development and Engagement Award \(IDEA\)](#)
4. [Outstanding Research and Creative Activity Award \(ORCA\)](#)
5. [Outstanding Teaching and Instructional Creativity Award \(OTICA\)](#)
6. [Outstanding Teaching Award Nomination Form and Selection Criteria](#)
7. [The Outstanding Faculty Mentor of Graduate Students Award Nomination Form and Selection Criteria](#)
8. [The Spirit of Community Service Award Nomination Form and Selection Criteria](#)
9. [University-wide Departmental Teaching Award \(UDTA\)](#)

People Are Everything  
[www.peopleareeverything.com/unmc](http://www.peopleareeverything.com/unmc)