



POLICY NUMBER: SLCC-HR-518

POLICY AND PROCEDURES MEMORANDUM

Title: Reward and Recognition for
Unclassified Staff
Approval Date: October 31, 2013
Effective Date: October 31, 2013
Date of Last Review/Revisions Approval:
N/A
Cancellation: N/A
Office: Human Resources

Reward and Recognition Policy for Unclassified 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 employees' 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.

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review & Revisions Approval
x	<i>Executive Committee Approval</i>	<i>October 4, 2013</i>	<i>October 31, 2013</i>	<i>n/a</i>
x	<i>Cabinet Approval</i>	<i>October 31, 2013</i>	<i>October 31, 2013</i>	<i>n/a</i>
x	<i>Chancellor Approval</i>	<i>October 4, 2013</i>	<i>October 31, 2013</i>	<i>n/a</i>

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Natalie J. Harder, Ph.D.
Chancellor