



## **UAF Policy 04.05.001**

Original Adoption: January 17, 2006

Revised: July 17, 2009

Responsible Chancellor's Cabinet Member: VC for Admin Services

Responsible Department/Office: Human Resources

# **Employee Recognition Policy**

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## **POLICY STATEMENT**

Putting people first is a UAF core value. Recognition shows employees they are valuable contributors to accomplishing the UAF mission. This policy establishes standards, considerations, and approval processes for employee recognition. Under this policy, the Chancellor delegates decision authority to approve informal and formal recognition awards at the Dean/Director level or the Provost/Vice Chancellor level (see Procedures below).

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## **BACKGROUND & JUSTIFICATION**

Recognition is an important element of “putting people first” and serves to motivate and reward employees for exemplary work above and beyond that which is required by a position description.

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## **DEFINITIONS**

**Eligible Employees:** All non-represented exempt and non-exempt regular or term employees





POLICY APPROVED BY:

A handwritten signature in black ink, appearing to read "Brian D. Rogers", is written over a horizontal line.

Brian D. Rogers, Chancellor  
University of Alaska Fairbanks

Signed: July 17, 2009

**INFORMAL RECOGNITION AWARD**  
(Up to \$500 and/or 3 days paid leave)



*Please print or write legibly*

Employee Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Department Org/Fund/Account: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*Awards, whether leave or monetary, may only be charged to unrestricted funds.*

Type of Award: Monetary (EC 710) \$ \_\_\_\_\_ Leave (EC 460) \_\_\_\_\_ hours  
*Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee's termination or separation from UAF.*

Justification for Award:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requesting Supervisor's Name: \_\_\_\_\_

Supervisor's Institute/School/Unit & Department: \_\_\_\_\_

Requesting Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Dean/Director - circle one:*     Approved     Denied

Dean/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions, after final **APPROVAL**

**Dean/Director:** Send original to UAF HR and a copy to supervisor via confidential means.

**Supervisor:** Present a copy to the employee and department PPA.

**Employee:** Write EC code 460 on time sheet when using leave award.

**PPA:** Ensure EC is properly coded on timesheet; submit time sheet to HR.

Instructions, if Award is **DENIED**

**Dean/Director:** Return original form to supervisor in a confidential envelope.

**FORMAL RECOGNITION AWARD**  
(Up to \$2,500 and/or 5 days paid leave)

