



## Reward & Recognition

**Contact Officer** Director, Human Resources

<b>PROCEDURE</b>	<b>Purpose</b>	To document the procedures for Manager/Supervisor to recognise and appreciate outstanding contributions that further the goals and objectives of the University.
	<b>Procedure</b>	
	<b>Peer, Team member or Supervisor:</b>	Nominates staff member by completion of form and sends to Dean/Head Office.
	<b>Dean/Head of Office:</b>	Decides if Level 1 or Level 2 (above) or no award is appropriate. If Level 2 award is appropriate, send to Senior Management Group (SMG) with report/recommendation. (Where a level 1 reward nominee is a direct report of the Dean or Head of Office, award must be approved by appropriate DVC).
	<b>SMG:</b>	Considers reward recommendations for Level 2 awards and determines if a Level 2 award is appropriate. Advise the Dean/Head of Office.
	<b>Dean/Head of Office:</b>	Send a memo to HR outlining the effort being rewarded and the nature of the award for reporting and to place on the staff member's file
	<b>Keywords</b>	Reward & Recognition

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<b>Date Approved</b>	15 September 2008
<b>Approval Authority</b>	Director, Human Resources
<b>Date of Commencement</b>	tba
<b>Amendment Dates</b>	List the dates the policy has been amended (Day Month Year)
<b>Date for Next Review</b>	3 years from date of commencement
<b>Related Policies, Procedures and Guidelines</b>	Reward & Recognition policy