


Human Resources Policies and Procedures

	Policy Group:	Human Resources	Policy No: 23.01
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Policy Subject	Reward & Recognition
Purpose:	<p>The University's Rewards and Recognition Policy is designed to recognise University Staff for either individual or team performance which is both exceptional and contributes to the overall objectives of the University. In addition to recognition the policy also provides for non-monetary awards or recognition leave calculated in whole or partial workdays.</p> <p>This policy is to recognise staff who "go the extra mile" usually on a specific project or issue and is separate to the Performance and Development Review Process (PDRP) which is designed to review ongoing performance over a year. Any rewards will be made separately from the PDRP and do not form part of ordinary salary.</p>
Policy/ Principles	<p>Objectives</p> <p>The objectives of MU Rewards and Recognition Policy are:</p> <ul style="list-style-type: none"> • to recognise and promote positive behaviours that support individual, work group, unit, team, department, division and/or institutional mission and business goals and objectives; • to provide timely recognition to employees either as planned or immediate recognition; • to provide appropriate recognition based on the significance of the contribution; • to provide both individual and team recognition and rewards; • to provide for both manager and employee initiated recognition and rewards; • to encourage improvements in productivity, quality of work and customer service. <p>Awards</p> <p>Recognition awards include the following examples: gift certificates; meals; theatre, concert or restaurant visits; trips; plaques; desk items; and other items such as electronics, wine, and timepieces. These should be selected to reflect the staff member's interests.</p> <p>Recognition Leave</p> <p>Recognition Leave lapses within 12 months from the date it is awarded. "Recognition Leave" will be treated as annual leave for leave accounting purposes. University Staff shall be paid in a lump sum for any annual leave balance when they leave through retirement, redundancy, or death.</p> <p>Award Amount</p> <p>The total value of non-monetary awards shall not exceed one thousand dollars (\$1000) per employee per calendar year and/or up to three (3) days of</p>

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recognition leave per employee per calendar year

Employee Recognition

To ensure both fair and consistent application within the University, a core set of rewards and recognition categories has been developed. These categories are described below:

- Exemplary effort
- Suggesting a new or modified business practice (innovation)
- Project completion
- Teamwork
- Outstanding achievements
- Productivity
- Public service
- Customer service
- Safety

Types of Employee Recognition

- 1) *pre-arranged systems*, more frequently scheduled ways of acknowledging contributions and accomplishments of an individual or team and
- 2) *immediate employee recognition* at any time for demonstration of behaviours and values of MU, contributions to the goals and objectives of the organisation or work unit and to acknowledge individual or team accomplishments. These can be awarded where a staff member has either "gone the extra mile" on a specific task or has put in a consistent effort over a period of time.

Pre-arranged systems of awards should be approved prior to commencement and communicated to the target group. A written plan should be developed at Faculty/Office level that indicates the criteria for determining the level of the award, and the staff communication plan. The written plan will be reviewed by Human Resources and approved by the appropriate DVC prior to implementation in a particular area.

Levels of Employee Rewards and Recognition

The University's program has two levels of rewards and recognition:


Level 1

Examples of efforts at this level include: a superb job on a project, task or activity including outstanding support of day-to-day business operation/process, or for suggestions leading to the improvement of a work process, workflow, or in customer service.

- Up to \$500 value in benefit
- and/or one (1) day of recognition leave

Approval for 1st level award may be by Executive Dean of Faculty or Head of


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	<p>Office (or equivalent level of seniority)</p> <p>Level 2 Examples of efforts at this level include: sustained outstanding achievement and/or contribution above and beyond standard job requirements or to recognise suggestions leading to improvements in the work process, workflow, or in customer service.</p> <ul style="list-style-type: none"> • Up to \$1000 value in benefit • and/or up to three (3) days of recognition leave <p>Approval for 2nd level award is by the Senior Management Group based on recommendation of the Dean or Head of Office.</p> <p>Management Responsibility</p> <p>Each Executive Dean/Head of Office will determine how the policy is to be administered within their respective areas within these guidelines and within their budget for the year. Any staff member can nominate a colleague, subordinate or supervisor within their office/faculty.</p> <p>Procuring Awards</p> <p>Schools and departments may procure awards and items to be used for employee recognition in accordance with University procurement/purchasing policies and procedures. This is not however mandatory and other appropriate suppliers may be used. MU has engaged an external provider as an award facilitator.</p> <p>Taxing of Awards</p> <ol style="list-style-type: none"> 1. Recognition leave. Any recognition leave awarded to an employee is considered income and will be subject to PAYG tax when used by the employee. 2. Awards. The Finance Division is responsible for determining whether or not awards are taxable, in accordance with ATO guidelines. Awards having a value equal to or less than \$300.00 do not attract Fringe benefits Tax (FBT) <p style="text-align: center;"><i>The University reserves the right to determine appropriate taxation pursuant to ATO guidelines.</i></p>
<p>Procedure:</p> <p><i>Peer, Team member or Supervisor:</i></p> <p><i>Dean/Head of Office:</i></p>	<p>Nominates staff member by completion of form and sends to Dean/Head Office.</p> <p>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).</p>

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<p><i>SMG:</i></p> <p><i>Dean/ Head of Office:</i></p>	<p>Considers reward recommendations for Level 2 awards and determines if a Level 2 award is appropriate. Advise the Dean/Head of Office.</p> <p>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</p>
<p>Scope:</p>	<p>This policy is applicable to all permanent and fixed term University Staff. Casual staff are not eligible for recognition leave.</p>
<p>Responsible Officers:</p>	<p>Director, Human Resources</p>
<p><i>References and Further Information:</i></p>	<p><i>Link to Nomination form here.</i></p>