

# Employee Rewards and Recognition

Employees are interested in the value you create for them and how you keep them engaged, challenged, and motivated. Recognition simply means providing appreciation for a job well done. There are multiple ways to provide feedback through rewards and recognition. For example, a Rewards and Recognition program serves to highlight the excellence that exists in all areas and job functions across the University. Employee recognition can be given in many ways—through saying thank you, giving praise, providing opportunity, or showing respect. Many studies on the work place have shown that being recognized for achievements, knowing that one's contributions matter to the organization, and there is opportunity for growth and professional development has a considerable impact on employee satisfaction and commitment to attaining results.

## A. Reward and Recognition Programs

- Recognize individuals and teams, in a timely and effective way, for their exceptional contributions to their office, their department or to the University as a whole
- Foster an environment of shared success and commitment
- Recognize that each individual can make a difference
- Highlight employee behaviors and activities that have benefited their department or the University as a whole
- Showcase employees and teams of employees as role models

## B. Provide Reward and Recognition on a regular basis

- Recognition is most effective when it takes place on a regular basis and in a variety of different ways.
- It is also important that recognition activities be aligned with the University workplace values and the Culture.
- Match the reward to the achievement
- Match the reward to the person
- Be timely and specific

## C. Types of Reward and Recognition Programs

- Informal, on-the-spot, day-to-day recognition, administered and delivered in academic and business areas of the University.
  - Memo of recognition from the Customer is placed in the employee or team of employee's files.
- Typically more formal, semi-annual or annual awards administered and presented in academic and business areas of the University.
  - Public recognition at the Academic or Business Quarterly meetings.
  - An award certificate, trophy, or plaque
- Formal University-wide service awards presented at the annual ceremony.

- Public recognition at the annual University Recognition Service Awards ceremony.

#### **D. No Cost Recognition Ideas**

- Sing the employee's praises. Simply saying "thank you" or "good job" is can be highly motivational. For maximum impact, tie the employee's achievement to the organization's objectives
- Public acknowledgement of good work, verbal, in reports, to supervisors
- Write a personalized note of thanks
- Letter of commendation to department head
- Insert in department newsletter, web site, etc.
- A pass-around reward, e.g., Traveling trophy or a funny figure that is given by a co-worker in appreciation, kept for awhile, then given to another co-worker.
- Today is "Bob Jones Day" for extraordinary work
- Provide opportunity, e.g., chances for training and cross-training; challenging new assignment; team up with co-workers on a project; participation on a special committee where their talents are noticed; attendance at a professional association meeting.

#### **E. Low Cost Recognition**

- An award certificate, trophy, or plaque
- Gift card (of not more than \$50 for University tax purposes)
- Pizza party, build-your-own sundae, or other social event for the honored employee or project team
- Employee of the month award
- Allow casual dress day (as appropriate for the department)

Human Resources has available a supply of the book "**1001 Ways to Reward Employees**" by **Bob Nelson**. It contains creative ideas for rewarding performance and maintaining department morale. Call 862-0501 to arrange to borrow a copy of the book.

Footnote: Workspan, World at Work, 11/02. Barbara Parus.