

RECOGNITION PROGRAMS

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Responsible Unit: Workforce Planning
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Reference: CSU Bargaining Agreements:
http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml
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Purpose

This document summarizes current practice and parameters for recognition programs at SJSU

Recognition and awards programs can be very effective tools in building organizational coherence and productivity when effectively implemented and administered. Effective elements of recognition program include management commitment; clear connection to the mission and values of the organization; perceived fairness/equity; and simplicity in administering.

When a department decides to implement a recognition program, the following steps will help ensure its success:

- Communication with Human Resources to verify /coordinate with any bargaining agreement issues
- Definition of the purpose of the award and criteria for nomination
- Description of the makeup of the selection committee. (Under most circumstances, a multi-person selection committee is preferable to a single judge)
- Wide and early communication of details and timelines of the program.

It is important to identify and encourage intrinsic value of the recognition award to the employees, and communicate that value broadly within the campus community. Monetary awards may only be one of many approaches to recognition.

Important note: Any award program protocol that includes cash or cash-value awards must include language regarding the tax implications for the employee.

In the context of the CSU bargaining environment, employee recognition programs are most effective when transparency and equity are in place so employees understand the separation between an award program and any bonus /stipend program that may be negotiated within the existing agreements. Campus-based recognition programs are not connected to any bonus or stipend program in the bargaining agreements.

SJSU recognition program links and sample programs from other CSU campuses can be found at:

- <http://www.sjsu.edu/adminfinance/recognition/>
- <http://www.sjsu.edu/adminfinance/scholarship/index.htm>
- <http://www.csus.edu/president/staffrec/staffrecuniversity.stm>
- <http://www.library.sfsu.edu/about/policy/lam/lam2.6.html>
- <http://www-admn.csun.edu/ohrs/compemp/awards/team.htm>

