

UC Davis Personnel Policies for Staff Members

Compensation

Section 34, Incentive Awards

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Responsible Department: Human Resources

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34.C. LOCAL AWARD PROGRAMS

Note 1—Recognition and Incentive Award Plans. The purpose of these programs is to reward the contributions of individual employees, teams, and groups.

- a. Incentive Award Plans—Lump sum monetary payments to acknowledge significant and outstanding efforts that result in reduced operating costs or improved operational efficiency. They can also reward individuals or teams for exceptional performance in the form of contributions directly related to a specific University campus goal or objective. Implementing guidelines for incentive award plans and sample programs are at <http://www.hr.ucdavis.edu/Elr/manager-supervisor-toolkit/manager-supervisor-toolkit-employee-management/recognition-incentive-award-plans/>.
- b. Recognition Plans—Non-cash items that acknowledge a significant outstanding act in support of the mission, vision, and values of the University and/or supports the Principles of Community. Implementing guidelines for recognition award plans and sample programs are at <http://www.hr.ucdavis.edu/Elr/manager-supervisor-toolkit/manager-supervisor-toolkit-employee-management/recognition-incentive-award-plans/>.

Note 2--Authority. Deans, vice chancellors, vice provosts, and the hospital director are authorized to set award program guidelines and grant awards of up to \$500 per employee. The guidelines must be approved by the Associate Vice Chancellor--Human Resources. The authority to grant awards for their respective areas may be redelegated to department heads.

Note 3--Funding. The recognition and incentive awards are funded by the dean, vice chancellor, or employing department or division.

Note 4--Eligibility. Deans, vice chancellors, vice provosts, and the hospital director are authorized to set the general eligibility criteria for the awards. Contact Human Resources for current information on which collective bargaining units are eligible.

Note 5--Payroll Processing. On campus, the department prepares a one-time payment with a description of service code of "LEA." At UCDHS, the department notifies Human Resources. Human Resources obtains an award check and sends it to the department.

Note 6--Non-Cash Awards. For information on how to award non-cash items such as books, flowers, and event tickets, see UC Davis Policy & Procedure Manual Section 380-50, Employee Non-Cash Awards.