



## UAF Policy 04.05.001

Original Adoption: January 17, 2006

Revised: December 5, 2024

Responsible Chancellor's Cabinet Member: UAF Chief of Staff

Responsible Department/Office: Chancellor's Office

# Employee Recognition Policy

---

## 1.0 POLICY STATEMENT

---

This policy establishes standards, considerations, and approval processes for employee recognition.

---

## 2.0 BACKGROUND & JUSTIFICATION

---

Recognition serves to motivate and reward employees for exemplary work.

Under this policy, the Chancellor delegates decision authority to approve informal recognition awards at the Dean/Director and formal recognition awards at the Provost and Vice Chancellor level.

---

## 3.0 EXCEPTIONS

---

See definitions above for eligible and ineligible employees.

---

## 4.0 DEFINITIONS

---

**Eligible Employees:** All benefited non-represented exempt and non-exempt employees are eligible after six months of satisfactory employment.

**Eligible Student Employees:** Student employees are eligible for cash bonuses but are not eligible for paid time off.

**Ineligible Employees:** Employees in a bargaining unit are not eligible for recognition under this policy but may be eligible for recognition as allowed under a governing collective bargaining agreement (CBA).

**Informal Recognition:** An informal recognition award may take the form of a one-time cash bonus of up to \$1,000 and/or three days of paid recognition leave.

**Formal Recognition:** A formal recognition award may take the form of a one-time cash bonus of up to \$3,500 and/or five days of paid recognition leave.

---

## 5.0 REFERENCES RELIED UPON

---

BOR R05.02.070.F.2 - Representational Expenses. Gifts

---

## 6.0 RESPONSIBILITIES

---

**Requester/Supervisor:** Completes the Informal or Formal Recognition Award form, seeks all appropriate approvals, and is responsible for final submission to UA Human Resources. Provide a copy of the approved award form to the employee and will track the days of recognition leave awarded to an employee.

**Dean/Director:** provide approval or denial.

**Provost/Vice Chancellor:** provide approval or denial.

**Fiscal Approval:** ensures accurate and appropriate funding before award processing.

**Human Resources:** will process payment of recognition awards and withholdings consistent with state and federal laws.

---

## 7.0 NON-COMPLIANCE

---

Requester/Supervisor must be cognizant of budgetary constraints; awards may not negatively impact department budgets and may not be given from restricted funds. Inconsistent application of this policy could bring claims of favoritism and/or discrimination toward the supervisor which will be investigated by Human Resources. Supervisors are encouraged to consult with Human Resources to assess for any potential department equity concerns prior to award.

---

## 8.0 PROCEDURES

---

- A. The supervisor/requestor completes an Informal or Formal Recognition Award form (forms are attached to this policy) for an eligible employee. The form must contain the justification for the award requested and supervisors signature indicating approval. The supervisor/requestor is prohibited from discussing the recognition request with the employee until final approval of the award is secured. The supervisor sends the completed and signed award form to the appropriate Dean/Director and/or Provost/Vice Chancellor for review and approval, as applicable.
- B. If the award is denied, it will be returned to the requestor with a justification.
- C. Upon approval, the Informal or Formal Recognition Award form needs to be submitted to UA Human Resources via email, and the supervisor shall provide the employee with a copy of the form.
- D. If the award is paid leave, the supervisor makes the employee aware that paid recognition leave needs to be recorded on their timesheet under earnings code 460. Leave expires on the date noted on the form.
- E. Unused leave will be lost upon the employee's termination from UAF or separation from the awarding department.

F. UA Human Resources will update Banner as necessary and file approved award forms in the appropriate employee's personnel file.

POLICY APPROVED BY:



---

Daniel M. White  
University of Alaska Fairbanks

Signed: **01-29-2025**

**INFORMAL RECOGNITION AWARD**  
(Up to \$1,000 and/or 3 days paid leave)



*Please print or write legibly*

Employee Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Regular          Term          Student Employee

Department Org/Fund/Account: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*Awards, whether leave or monetary, may only be charged to unrestricted funds and are taxable.*

Type of Award: Monetary (EC 710) \$ \_\_\_\_\_ Leave (EC 460) \_\_\_\_\_ hours  
*Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee's termination or separation from UAF.*

Justification for Award:

Requestor Name and Department: \_\_\_\_\_

Supervisor Name and Department: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Approval Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied

Provide Reason for Denial:

***Instructions, after final APPROVAL***

***Supervisor:*** Responsible for tracking leave awarded.

***Employee:*** Recording EC code 460 on time sheet when using leave award.

**FORMAL RECOGNITION AWARD**  
(Up to \$3,500 and/or 5 days paid leave)



*Please print or write legibly*

Employee Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Regular                  Term                  Student Employee

Department Org/Fund/Account: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Awards, whether leave or monetary, may only be charged to unrestricted funds and are taxable.*

Type of Award: Monetary (EC 710) \$ \_\_\_\_\_ Leave (EC 460) \_\_\_\_\_ hours  
*Leave awards must be used in the fiscal year awarded; unused leave will be lost upon the employee's termination or separation from UAF.*

Justification for Award:

Requestor Name and Department: \_\_\_\_\_

Supervisor Name and Department: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Approval Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied

Provide Reason for Denial:

Provost/Vice Chancellor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied

Provide Reason for Denial:

**Instructions, after final APPROVAL**

**Supervisor:** Responsible for tracking leave awarded.

**Employee:** Recording EC code 460 on time sheet when using leave award.