



## **Kutztown University Policy A&F-029**

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### **Employee Recognition**

#### **A. Purpose**

To recognize dedicated and loyal employees who contribute to Kutztown University's success; to recognize employee length of service; to recognize individuals or groups for exceptional performance, special acts or innovative ideas; to recognize outstanding performance and to recognize achievements or accomplishments tied to Kutztown University's goals, mission or values. By valuing, encouraging and demonstrating appreciation and gratitude for employee contributions to Kutztown University, the University will be successful in attracting and retaining employees, in achieving high employee morale, satisfaction, performance and productivity and in achieving improved operational efficiencies and its overall mission, goals and values.

#### **B. Scope**

This policy is in compliance with PA State System of Higher Education Board of Governors "Policy 2010-01-A: Expenditure of Public Funds" and the Pennsylvania State System of Higher Education "Expenditure of Public Funds Guidelines, Standards and Limits" procedure/standard, and covers all permanent employees of Kutztown University.

#### **C. Policy and Procedures**

This policy is divided into three components as described below: Service Recognition, Retirement Recognition and General Employee Recognition programs and policies.

##### **1) Service Recognition**

Kutztown University recognizes dedicated and loyal permanent employees with service awards for each five years of continuous service beginning with the tenth full year of service.

For non-instructional employees, their years of service will be calculated from their University hire date until June 30 of the year of the award ceremony.

For Tenured Faculty, the University Faculty Seniority List will be used for the purpose of calculating eligibility of a service award. The service award will be based upon the number of academic years (2 regular semesters) completed as of June 30 of each year.

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The Kutztown University Human Resources Department is solely responsible for the interpretation of years of service eligibility and the application and administration of the Service Recognition policy and awards program. These award milestones may vary from the official leave years or retirement years.

The items listed below are representative of the service awards permanent employees will receive based on years of service:

10 Years of Service	Pin
15 Years of Service	Certificate/Plaque
20 Years of Service	Service Plaque
25 Years of Service	Clock
30 Years of Service	Cross Pen Set*
35 Years of Service	Lamp*
40 Years of Service	Rocking Chair*
5 year milestones beyond 40 Years	TBD**

\*Approved by Chancellor's Office of the Pennsylvania State System of Higher Education in accordance and in compliance with "*Expenditures of Public Funds Guidelines, Standards and Limits (L.3.b)*" in letter dated April 12, 2011

\*\* Would require approval of Chancellor for cost

Service Recognition Awards are to be considered as non-monetary awards for the purpose of taxes and may be subject to tax. The University Controller is responsible for determining whether non-monetary awards are taxable in accordance with Internal Revenue Service (IRS) regulations. Service Recognition Award amounts shall not be added to permanent non-instructional employee base pay.

Service Recognition Awards will be presented to eligible employees at the university's annual employee breakfast or lunch.

## 2) **Retirement Recognition**

Employees are eligible for retirement recognition when the employee officially submits his/her retirement letter/notice and has reached retirement eligibility as defined by the applicable Pennsylvania State System of Higher Education retirement system or plan.

Individual departments, colleges and divisions are allowed to recognize retiring employees for their service to Kutztown University and may use university funds in accordance with the "*Expenditures of Public Funds Guidelines, Standards and Limits,*" section K.8, and any and all other relevant provisions of this policy. The "*Expenditures of Public Funds Guidelines, Standards and Limits*" provides that university funds may be used to provide light refreshments for retirement recognition events so long as the event is open to the employee's department, division or entire campus or the public; the dollar amount of the expenditure is modest, prudent and appropriate to the significance of the event; and the event is in accordance with a written policy that ensures that all employees are treated consistently for retirement events.

It is expected that expenditures for retirement recognition events not exceed \$100.00. Special approval from the appropriate vice president or division head, with supporting documentation, will be required for

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retirement recognition events costing more than \$100.00. Appropriate catering guidelines and approval for food expenditures must still be followed in all cases.

University funds may not be used for gifts.

The Human Resources Department will provide, upon request, a retirement plaque that can be presented at the retirement event as scheduled by the relevant department, division or college. A minimum of a two week notice to the Human Resources Office is required to ensure that the plaque is received on time.

Some employees may be eligible for Emeriti Status granted by the Council of Trustees; eligibility and guidelines are detailed in policy COT-004:

<http://www.kutztown.edu/admin/AdminServ/policy/pdfs/COT-004.pdf>

### 3) **General Employee Recognition**

Kutztown University wishes to recognize individuals or groups for special acts, innovative ideas, outstanding performance, special accomplishments or superior achievement tied to Kutztown University's goals, mission or values. To that end Kutztown University has developed and implemented the recognition program described below.

#### **PAWS for EXCELLENCE Program**

This program is designed to recognize random acts of exceptional service along with other items as listed below. Such acts should be beyond the normal depth and scope of one's daily work. The acronym defines the parameters of the award:

P - Professionalism and Pride in the University

A - Above and Beyond

W - Winning Attitude

S - Star Service

To recognize a co-worker for any of the above reasons, employees are encouraged to simply complete the electronic form at <http://hr.dept.kutztown.edu/protected/pfe/index.html> . Completion of the form requires the name of the person to be recognized along with the department where the individual works, a brief description of the reason for such recognition, and the name of the person making the award. The original of the award will be printed and sent to the person being recognized. Beyond the satisfaction of recognition, each employee will receive a PAWS canvas duffel bag upon receiving ten (10) PAWS for EXCELLENCE Awards.

**D. Effective Date**  
September 14, 2012

**E. Endorsed by:**  
Administrative Council, February 15, 2013