

Employee Recognition and Reward Procedure



1 Purpose

To provide opportunities to recognise and reward Employees for their contribution, commitment, and service to the University.

2 Scope

This Procedure applies to all University professional and academic Employees.

3 Procedure Overview

This Procedure outlines the process for the recognition and reward of Employees for their contribution, commitment, and service to the University.

4 Procedures

The Employee Recognition and Reward Program provides informal and formal mechanisms to recognise and reward Employees for exceptional work performance, service and contribution to the achievement of the University's goals and strategic priorities.

4.1 Informal recognition

4.1.1 Corporate program

All Employees are encouraged to provide informal recognition to their colleagues to recognise the positive contributions of others in the workplace. Colleagues can include other Employees, Supervisors, or teams. Recognition and acknowledgement is encouraged multi-directionally and cross-institutionally.

In addition, Human Resources manages a corporate recognition program that empowers Employees with a range of options to acknowledge colleagues for their contributions to the University. Further Information and guidelines regarding the program are available on the University's Recognition and Reward website.

4.1.2 Work area initiatives

In addition to the corporate recognition program in 4.1.1, the University also encourages the use of other recognition initiatives at the discretion of the work area.

The University acknowledges that an effective way of recognising Employees can be by way of a one off non-cash gift, or small incentive of a personal nature, to the Value of less than \$300 (inclusive of GST) in accordance with relevant taxation legislation.

Any costs associated with these initiatives must be budgeted for, and funded by, the relevant cost centre. There is no central University provision for such initiatives.

4.2 Formal recognition - recognition of service

Employees will be formally recognised for their service to the University in a manner commensurate with their period of service. Acknowledgement will be made in an appropriate form and forum, as outlined in the Employee Recognition of Service Schedule.

An Employee's period of service is defined as paid service to the University and includes any period of paid leave.

Paid service includes continuing, fixed-term and casual employment.

No service prior to January 1967 will be recognised.

4.3 Formal recognition - Excellence Awards

Formal recognition of Employees' contribution, commitment, and service is provided through a variety of Excellence Awards, usually presented at a formal event.

Excellence Awards normally consist of a financial grant and a certificate.

Excellence Award categories are provided in the Employee Excellence Awards Schedule.

4.3.1 Application, assessment and approval process

4.3.1.1 Application

All Employees are eligible to apply for any Excellence Award. Each Excellence Award will be given to the applicant who best meets the selection criteria for each Excellence Award as outlined in the relevant guidelines. Guidelines can be accessed via the University's Recognition and Reward website.

The University will advertise for nominations. Unless indicated otherwise, nominations may be from individuals or teams and can be made by:

- self-nomination (supported by the nominee's Supervisor);
- Supervisors or other Delegates; or
- colleagues.

Nominations of eligible Employees must be made on the relevant application form and submitted by the advertised due date. Nominations must clearly set out the significance and relevance of the nomination by addressing the appropriate selection criteria. Please refer to the relevant guidelines when submitting an application for an Excellence Award.

4.3.1.2 Assessment

All applications will be reviewed by an appropriately constituted assessment panel.

Panels will normally consist of a minimum of three members and will contain an appropriate gender mix.

Any panel member who supervises, has nominated, or acts as a referee for, a candidate for the Excellence Award must declare their Conflict of Interest and not participate in deliberation or voting in relation to that nominee.

The assessment panel will evaluate the merits of all Excellence Award nominations against the relevant selection criteria and provide a recommendation to the Vice-Chancellor for approval.

The University is not obliged to present any Excellence Award or medal every year. The assessment panel may decline to recommend an Excellence Award recipient if, in its assessment, there are no nominations of sufficient merit.

4.3.1.3 Approval

The panel chair will provide a recommended recipient to the Vice-Chancellor.

4.3.2 Financial grant terms and conditions

Employees must expend the full financial grant within 12 months of receipt.

The awarded financial grant can only be used for professional development and associated Expenditure, to be expended in accordance with all University Policy and Procedure, with monetary payments allocated to a separate project account within the relevant cost centre.

Acceptable categories of Expenditure for professional development specifically relating to each of the Excellence Awards are outlined in the guidelines on the relevant website.

4.4 Other initiatives

The University also utilises a range of performance rewards, learning and development initiatives, and on-the-job career development opportunities to reward Employees for exceptional performance. These programs are out of the scope of this Procedure and may include accelerated incremental progression, additional increments, academic promotion, and attraction and retention allowances and loadings. Employees are referred to the relevant Policies and Procedures for further Information.

5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approval of all Excellence Award and University medal recipients. Determination of financial grant Value associated with Employee Excellence Awards.
Executive Director (Human Resources)	Overall coordination of the recognition and reward program. Identification of service periods for Employees.
Category 2 Delegates and Chief Financial Officer	Administration of financial grants associated with Employee Excellence Awards.
Category 4 Delegate or above	Approval of non-cash personal gifts and small incentives to the Value of less than \$300 (inclusive of GST).

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Subordinate Schedules	Employee Excellence Awards Categories Schedule Employee Recognition of Service Schedule
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018

Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	Fringe Benefits Tax Assessment Act 1986 Income Tax Assessment Act 1997
Related Policies	Performance, Development and Recognition Policy
Related Procedures	Attraction and Retention Loadings Procedure Employee Conflict of Interest Procedure Performance Planning and Review Procedure Promotion to Level B for Academic Employees Procedure Promotion to Levels C, D and E for Academic Employees Procedure
Related forms, publications and websites	Australian Taxation Office Financial Management Practice Manual Recognition and Reward Website
Definitions	Terms defined in the Definitions Dictionary Conflict of Interest <p>If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorised. An Executive Leader may direct a University Member to resolve a conflict or possible conflict between an interest of the University Member and the University Member's duties. A reference to an interest or to a Conflict of Interest is a reference to those matters within their ordinary meaning under the general law, and, in relation to an interest, the definition in the Acts Interpretation Act 1954, Schedule 1, does not apply. A Conflict of Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases where a University Member's responsibilities include the authority to make decisions. A conflict of interest may be potential, perceived or actual - when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain</p>

condition is fulfilled, they have a potential conflict of interest; a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their University employment may be influenced by their Private Interests, whether or not this is in fact the case; an actual conflict of interest exists where a University Member's actions could be unduly, improperly or excessively influenced by their Private Interests. Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged or abused.

[Delegate \(noun\)](#)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Expenditure](#)

Decreases in economic benefits during the Reporting Period in the form of outflows or depletions of Assets or incurrences of liabilities that result in decreases in equity. This encompasses losses as well as expenses that arise in the ordinary course of business.

[Information](#)

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

[Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

[Procedure](#)

	<p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>Value</p> <p>Purchase price exclusive of GST.</p>
	<p>Definitions that relate to this procedure only</p> <p>Excellence Awards</p> <p>In the context of this Procedure, Excellence Awards are defined as formal recognition of achievements by Employees. It typically involves a planned event or presentation where Employees are recognised by the University for their achievements.</p> <p>Early Career Researcher</p> <p>For the purposes of these Excellence Awards, Early Career Researcher refers to Employees who are within five years of the start of their research careers at the time of applying for an Excellence Award. This normally means Employees have been Awarded a PhD or equivalent research doctorate within five years. However, an extension to this limit may be approved owing to significant career interruptions.</p> <p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of this Procedure a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p>
<p>Keywords</p>	<p>Recognition, acknowledgement, thanks, contribution, non-monetary, Excellence Awards, reward, service, excellence, achievement, gratitude</p>
<p>Record No</p>	<p>13/316PL</p>