

UWMC Recognition Policy

Department: Organizational Development & Training
Subject: UWMC Recognition Policy
Policy Number: 33-15
Effective Date: Administrative Staff approval: 08/7/02
Review Date: 3/12/03

I. Policy Overview

We believe that recognition is a vital part of our UWMC environment and that demonstrating, supporting, and recognizing UWMC Core Values is an important part of the UWMC mission to care for patients. In support of these beliefs, we acknowledge that each employee makes a difference at UWMC, and are identifying methods by which meaningful recognition may occur.

II. Organization-Wide Recognition Programs at UWMC Sponsored by “UWMC Recognition TEAM” (Together Employees Achieve Miracles)

Mission of the UWMC Recognition TEAM:

- To assist in creating a culture at UWMC where employee recognition thrives,
- To develop and administer high quality events, programs, and services that enhance the well being of the UWMC employee family, creating a sense of camaraderie, involvement, fun, and mutual support.
- To cultivate a work environment where employees are encouraged to support in **genuine, spontaneous and meaningful** forms of appreciation and informal recognition.
- To develop and administer recognition programs that formally acknowledge years of service and superior employee performance, with particular emphasis on recognition of behaviors that reflect our UWMC Core Values (Accountability, Respect, Innovation, Service and Excellence)

A. Accessing Formal and Informal Organization-Wide Recognition Awards

1. **Formal Recognition Defined:** Employees may be eligible for any number of formal awards, depending upon their role, their job and/or their actions. An award is considered ‘formal’ when the following circumstances exist:

Criteria: Specific criteria attached to the award that the employee must fulfill in order to earn the award.

Nomination: Some awards (Length of Service awards for example) do not involve a nomination process, but most formal awards will include a process where by the employee is nominated as eligible to meet the award based on having met, in their view, the specific criteria set forth in the award.

Validation: When one or more individuals review eligibility for the award, and the employee is deemed to have met the criteria, thus qualifying to earn the award.

Examples of Existing Formal Awards at UWMC:

- **Length of Service Awards:** Acknowledgment of an official University of Washington Medical Center employment milestone, marking the following continuous years of service as permanent, classified or professional staff, at 5 years, at 10 years, at 15 years, at 20 years, and beyond. The Recognition TEAM

will coordinate the purchase of employee service awards.

Eligibility for five-year increment Service Awards is determined by June 1st each calendar year, and department managers are notified of employee eligibility by July 1st. Eligibility is validated by a review of UW personnel records. If you have an employee who you believe is eligible for a 5-year increment length of service award that has been missed or is not listed as eligible, contact UWMC Human Resources at 598-6116. Qualifying employees will be invited to attend a Service Awards Banquet, generally held in the autumn each year.

- **Employee of the Month:** The UWMC Employee of the Month Award acknowledges employees who exemplify actions and behaviors consistent with the UWMC **ARISE** values: **Accountability, Respect, Innovation, Service, and Excellence**. Employees must be nominated and be deemed eligible for the award by the Employee of the Month Committee. Nominations are held for one year for consideration. The Employee of the Year is chosen from the preceding 12 Employee of the Months and announced at the yearly Service Awards Ceremony.

Nomination forms for the Employee Of the Month Program are available near the bulletin board outside of the Plaza Café, at the information counter on the first floor of Roosevelt, or can be obtained with a phone call to Organization Development and Training (598-6118).

- **Retirement Events (For employees retiring with 20 or more years of service):**

Upon retirement, the expense for a formal plaque or length of service award for employees with a minimum of 20 years of service will be paid from the Recognition TEAM budget.

UWMC Plaza Café Catering will provide food associated with the retirement reception of an employee with 20 or more consecutive years of service, at the cost of the Recognition TEAM budget.

The department hosting the retirement event is responsible for other (non-food) expenses associated with retirement parties.

The department hosting a retirement event for 'retirement' of employees with less than 20 years of consecutive service will pay the full expense of that event.

Maximum expenditure per employee for formal recognition: For formal recognition of employees, the individual award program parameters will generally outline the nature of the actual award received; whether it consists of a plaque, a gift, and/or or monetary award, etc. In all cases, the total amount expended per recognition award, including beverages or light refreshments (where permitted) is limited to the monetary level authorized in the Revised Code of Washington State (RCW 41.60.150), which is \$200 per individual and/or group receiving recognition.

2. **Informal Recognition Defined:** UWMC employees are encouraged to recognize individual and/or team contributions through expression of appreciation and encouragement. Informal Recognition may consist of activities including, but not limited to:

- Verbal or written expressions of sincere appreciation for excellent work,
- Small group or team gatherings to express thanks,
- Awarding of Recognition TEAM sponsored pins, certificates and/or other trinkets or tokens that express appreciation.

Intent - Informal recognition activities are intended to support or inspire employee performance, to improve employee morale, or to encourage team spirit. The activities are intended to express appreciation for excellent work or for enduring and performing well through a difficult period of time.

- **Recognition Nooks** - Nooks are set up at UWMC (EE305) and all off-site locations. These nooks contain a supply of greeting cards, pins, certificates and other small tokens that are funded and maintained by the Recognition TEAM. An informational log is maintained of when and for what purpose items are being distributed.

Maximum expenditure per employee for informal recognition: Activities associated with informal recognition should be limited to a cost of no greater than \$10 per employee per recognition event/award.

B. Budgeting for Organization-Wide Recognition Programs

1. **Annual budgeting for the Recognition TEAM** budget will be done by the Organization Development and Training (OD&T) department with input from the Recognition TEAM Advisory Board and other key organizational stakeholders. Examples of programs sponsored by the Recognition TEAM include:
 - Employee of the Month and Service Awards
 - Development & Administration of new formal award programs
 - Informal Recognition - The Nook: i.e. cards, small gifts, certificates, etc.
 - UWMC-Wide Socials: Ice Cream, Summerfest & Winterfest
 - Team Sports Events: Basketball and Softball Tournament
 - Community Outreach: Teddy Bear Drive, Food Drive, Wishing Well Gifts
 - Retirement awards for employees retiring with 20 or more years of service

See Recognition TEAM policy (APOP #33-16) for a comprehensive outline of specific programs funded by the OD&T budget.

III. Departmental Recognition Options:

A. Departmental Formal Awards:

1. Individual departments are encouraged to recognize the contributions of individuals and teams when employee performance fulfills one or more of the criteria as meeting either the formal or informal recognition criteria. Department supervisors and/or managers will be called upon to articulate how employee actions or outcomes have fulfilled one or more of the criteria. Programs or awards not sponsored by the Recognition TEAM will be budgeted for and funded by the appropriate administrative budget.

B. Departmental Requests for Employee Recognition Funds:

1. **Departments can request funds** for departmental specific, profession specific or individual employee recognition, not sponsored by the Recognition TEAM. Examples of formal or informal recognition that managers may consider, include:

Extraordinary accomplishment of individuals or teams worthy of recognition but not eligible for a formal award. (Note: Informal recognition items supplied by the Recognition TEAM may be considered in this situation.)

Informal recognition of individuals or teams where the gift or award to be distributed is something other than the items supplied by the Recognition TEAM

Profession specific formal awards, where employees have fulfilled criteria and have been deemed eligible to earn the award.

Food associated with individual, small group or departmental informal recognition events or for retirement events for employees who have served less than 20 years. (Note: Advance approval is required. See “Department Administrative Budgets Approved for Recognition” (see Attachment A below) or “Official University Policy for Purchase of Meals and/or Light Refreshments for Meetings, Training Sessions and Recognition Awards and Events” (see URL below).

Once the manager has determined the type of Departmental Recognition Event that they would like supported, the manager needs to complete a “Department Administrative Budgets Approved for Recognition” (see Attachment A) form and submit it to their Associate Administrator.

The Associate Administrator will review the request and determine if recognition funds may be used for the departmental recognition event. If approved, the request is signed and turned into the Executive Director’s Assistant, to be tracked and reconciled on the 08-8611budget. If the request is denied, the form is to be returned to the requesting manager.

URL link: <http://www.washington.edu/admin/ap/office/forms.html>

[Attachment A](#): Administrative Budget Recognition Funds Request Form

[Attachment B](#) (UW Form 1798): Food and Beverages for Meeting, Training Sessions and Recognition Awards Ceremonies

Process Owner: **Teresa Dickerson**

Date:

Associate Administrator: **Preston Simmons**

Date:

Contact annah@u.washington.edu for comments.

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Administrative Budget Recognition Funds Request Form

Complete this form to request and obtain approval for funds to be used for departmental recognition events/awards not sponsored by the UWMC Recognition TEAM. (Please refer to the UWMC APOP for Recognition). The form must be completed and approved by the appropriate administrator prior to the recognition event.

At least one of the following conditions must be met: (Please check all that apply):

- Successful completion of an extraordinary special project.
- Work completed above and beyond the call of duty.
- Department/profession specific recognition i.e., national phlebotomy week or environmental services week, etc.
- Innovative ideas that assist in saving money, increasing productivity, or support performance improvement, etc.
- Behaviors that consistently model the UWMC values of Accountability, Respect, Innovation, Service, and Excellence.
- Behaviors that consistently model the UWAMC Standards of Service Excellence.
- Extraordinary accomplishment of individuals or teams, worthy of recognition but not eligible for a formal award as defined in the UWMC APOP for Recognition.
- Informal recognition of individuals or teams where the gift or award to be distributed is something other than the items supplied by the UWMC Recognition TEAM.
- Food/Supplies associated with individual, small group, or departmental recognition, meeting at least one of the criteria listed above.
- Food/Supplies for retirement events for employees who have served less than 20 years.

Non-allowable as Recognition Expenditures:

As stated in the Official University Policy for Purchase of Meals and/or Light Refreshments for Meetings, Training Sessions, and Recognition Awards and Events. The *University of Washington Medical Center* will maintain the current policy of not allocating 08 funds for the purchase of food or light refreshments for meetings and/or training sessions. The cost of meals or light refreshments may not be supported by University funds when the purpose is to conduct one of the following types of activities:

- Normal daily business of university employees (e.g., daily coffee, etc.)
- regularly scheduled staff, faculty, or student government/ organization meetings
- Anniversaries of units
- Open house events
- Receptions for new or existing employees (except as provided for in the UWMC APOP for Recognition)
- Hosting, entertaining, or social activities (other than formal recognition events as provided for in the UWMC APOP for Recognition)

Requesting Department: _____

Manager/Director Name: _____

Phone Number & Email address: _____

Proposed Event Date: _____

Explanation of what funds will be used for:

Estimated Cost: _____

Requesting Manager/Director Signature _____

Date: _____

Administrator's Signature _____

Date: _____

Once approved and signed by administrator, please submit this form along with a completed Petty Cash Voucher form (UofW 1243) to **Pam Stern, Assistant to the Executive Director, Administration, Room BB318, Box 356151.**
Sponsoring Department Budget Number: 08-8611: Hospital Administration

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Please retain a copy of this form for your own records.