

Employee Recognition Award Plan Document

Please refer to the policy, [Reward Plans and Recognition Plans](#) for details regarding the plan provisions contained in this form.

This is a fill-able PDF. To enter information, use the TAB key or place the cursor in the shaded field. When you are finished entering the information, print the form, sign/date, and route for approvals.

Name of campus, RC, or unit/department that is sponsoring the Recognition Plan

Purpose (Plan objectives and how accomplishments support University or campus goals and objectives)

Eligible Employees (Full-time, Part-time, Hourly)

Award Period (Fiscal Year, Calendar Year, Semester, etc.)

Describe the nomination process

Describe the selection criteria and process

Award

Number of individual awards

Total estimated expense for award period

Timeframe for Award Payment (generally within 30 days following end of award period)

Approvals

Please route this printed plan document for signatures.

Unit/Department Date

Plan Administrator (oversees compliance of this Reward Plan) Date

Vice President, Chancellor, Provost or RC Head Date

Campus Budget Office (UA – University Budget Office) Date

Campus Human Resources Office Date