

## Lewis Center for Educational Research

**BP 1160: COMMUNITY RELATIONS  
EMPLOYEE RECOGNITION**

**Agenda Item 9.03**

**Adopted: September 2, 2004**

**Revised:**

The Foundation Board (Board) recognizes the importance of active employee participation in the day-to-day quest to continually seek ways to improve the Lewis Center for Educational Research (LCER). This is a companion policy to BP 1150.

The Board will recognize employees at its regular board meetings who meet certain criteria with a certificate of appreciation. In addition to the certificate of appreciation, the Board may include a monetary award not to exceed \$500.00 (five hundred dollars) net. The amount of this award will be periodically addressed by the board and may be changed at its sole discretion, but never to exceed a recipient's total compensation. In addition, Board members are excluded from this program.

### **Award Criteria Guidelines**

A manager will prepare an awards recommendation for presentation to, and approval of, the Executive Team. If approved by the executive team, the recommendation will be presented to the board at its regularly scheduled meeting. With board approval, the recognition award will be presented to the employee at the following board meeting.

These awards are intended to be given for service clearly above and beyond the normal job description of the employee.

Monetary awards need to show hard evidence of a cost savings to the LCER. It must be something that the LCER was planning to do and would clearly have had to spend more money on if the suggestion or action on the employee's part had not taken place. A monetary award could also be given in the case of a procedure being changed that saved money. In addition, the amount of the award would be a percentage of the total cost savings not to exceed 10 percent (10%) with a maximum award of \$500.00.

In order for the employee to enjoy the total award, the actual amount given would be on a gross-up basis. Example: A \$250.00 award with taxes and retirement deductions equaling 27 % would amount to a gross amount of \$342.47 less 27% (\$92.47) equals \$250.00.