

**Regulations of
Florida A&M University**



10.117 Employee Recognition Program.

(1) The State University System (SUS) Employee Recognition Program shall provide for recognition of eligible employees and other persons as authorized in Section 240.2111, F.S.

(2) All full-time or part-time employees under the Faculty, Administrative and Professional, including the Executive Service, and University Support Personnel System Employment Plan are eligible for recognition under this program. The legislatively funded faculty awards for outstanding teaching and advising at the undergraduate level are granted under separate authority from the employee recognition program.

(3) The President or President's designee shall appoint one or more employee recognition committees and/or awards coordinator to administer this program.

(4) Employee achievement will be acknowledged or otherwise recognized under the following components:

(a) Superior Accomplishment – For individual employees or employee teams that have contributed outstanding and meritorious service in their fields, including those who have made exceptional contributions to efficiency, economy, or other improvement in the University operations. Such contributions may include proposals adopted by the University that yield no easily measurable outcome but enhance safety, convenience, efficiency, or otherwise improve the quality of worklife at the University. Once an employee has received an award under the State University System Incentive/Efficiency Program, that proposal shall not be the basis for receiving a Superior Accomplishment Award;

(b) Satisfactory Service – For employees who have achieved increments of five continuous years of satisfactory service at the University or with the State government;

(c) Retirement – For retiring employees whose service with the University has been satisfactory; and

(d) State Board or Commission Recognition – For appointed members of a state board or commission whose service to the State University System has

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been satisfactory, upon the expiration of such appointed member's final term in such position.

- (5) The University Employee Recognition program committees and/or awards coordinator shall utilize the Superior Accomplishment Award Nomination form FAM UPO-500 EFF. 4/91, which is incorporated herein by this reference, for the Superior Accomplishment component and evaluate nominations for awards under such component.
- (6) The University is authorized to expend State Funds for any awards in compliance with this rule. Savings bonds may be awarded in lieu of cash awards, provided that their cost does not exceed the limits specified herein for cash awards. Any award will be contingent upon the availability of funds. Nothing in this rule is intended to govern the expenditure of private funds to which the University may have access.
 - (a) Cash awards may be granted under the Superior Accomplishment component, provided that no individual cash award shall exceed \$1,000, excluding applicable taxes. In addition to, or in lieu of, cash awards, certificates, pins, plaques, letters of commendation, and other tokens of recognition may be awarded, provided that the cost of such award does not exceed \$50 each. Employees may receive more than one award within one year, the total cost of which may exceed \$1,000 plus applicable taxes. Awards may be combined and issued in the most cost efficient manner for the State University System.
 - (b) Cash awards may be granted under the Satisfactory Service component, provided no such cash award shall exceed \$50 each, excluding applicable taxes. In addition to, or in lieu of, cash awards, certificates, pins, plaques, letters of commendation, and other tokens of recognition may be awarded, provided that the cost of such award does not exceed \$50 each.
 - (c) Suitably framed certificates, plaques, or other tokens of recognition may be awarded to retiring employees, provided that the cost of such award does not exceed \$50 each.
 - (d) Suitably framed certificates, plaques, or other tokens of recognition may be awarded to appointed members of State boards or commissions, provided that the cost of such award does not exceed \$50 each.

Specific Authority 240.2111 FS. Law Implemented 240.2111, 240.202 FS. History—New 1-4-88, Amended 11-29-88, 4-15-91, 1-31-95, 6-27-96, 12-9-22-Technical Change.

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- (7) The Personnel Office shall maintain the following information with respect to activity under this program for the preceding academic year;
- (a) Number of employees recognized under each component, by employee classification;
 - (b) Total amount of State funds expended for cash awards and other awards under each component; and
 - (c) The names and titles of appointed members of State Boards or Commission who were recognized upon expiration of their final term in such position.