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## Policy Information

**Effective Date:**

March 1, 1991

**Last Revised Date:**

July, 2006

**Policy Number:**

CSM 417.0

**Responsible Unit:**

Division of Human Resources

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## Policy

The University supports recognition of outstanding employee contributions at all organizational levels. Departments, colleges, and divisions are encouraged to develop their own employee recognition programs to complement university-level programs. Activities for such departmental recognition programs are especially encouraged during Employee Recognition Week, held each year in the month of April. Resources are available at the [Employee Recognition web page](#) [2].

Compensatory (taxable) awards paid for by the University must be for achievements related to activities over and above assigned responsibilities (i.e., extra activities). Employees who perform normally assigned responsibilities at an exceptional level are not eligible for compensatory recognition awards but may be eligible for legislated merit increases or other types of recognition.

## Revision History\*

July 2006

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**Source URL:** <http://policy.web.arizona.edu/employmenthuman-resources/employee-recognition>

**Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://hr.arizona.edu/employees-affiliates/employee-recognition>