DSA Rewards for Exemplary Performance

Created: July 2012

Guidelines:

Each year, the Division of Student Affairs recognizes all employees who receive an overall performance appraisal rating of Exemplary with a rewards program. Reward eligibility will be subject to approval by the employee’s Supervisor, the Unit HR, and the supervising AVP. Overall Exemplary employees will receive their choice of a non-monetary reward, and, when available, a monetary reward ($500). Each budget cycle before performance appraisals are due, the AVP of Finance and HR will determine with the VP/AVP group whether resources exist for monetary rewards. The AVP of Finance & HR will also report annually to the VP/AVP group after the completion of performance appraisals which employees were recognized by the rewards program.

- **Purpose of Program:**
  To yearly recognize all DSA employees who have achieved an overall performance appraisal rating of Exemplary.

- **Eligibility:**
  All regular, non-bargained for DSA employees who receive an annual performance appraisal rating of Exemplary using the divisionally approved performance appraisal document.

- **Nomination Process:**
  All supervisors who wish to nominate staff for an Exemplary Performance” Reward must follow the steps listed below before discussing annual performance appraisal with the employee.

  a. Submit a draft performance appraisal document with an overall rating of Exemplary to the DSA Human Resources Office or designated HR Staff. DSA HR or designated HR staff will discuss with the supervisor as needed for clarification or revision.

  b. DSA HR or designated HR Staff, Unit Director and the Supervising AVP will review and make a final determination on whether the overall rating of Exemplary meets established guidelines (in most cases, within 10 working days of submission to Unit HR.)

  c. DSA HR or designated HR Staff will notify the supervisor of the review’s outcome. (If no communication is received by the end of 10 working days, the supervisor should contact AVP HR for further guidance.)
i. If overall rating of Exemplary is approved:
   1. Supervisor will schedule a meeting with the employee to discuss their performance and to inform the employee of eligibility for the rewards program.

ii. If the overall rating of Exemplary is not approved:
   1. The employee is not eligible for the rewards program. The supervisor will revise the performance appraisal document accordingly and, if appropriate, resubmit it to Unit HR for further review.

• VP/AVP Review of Rewards:
The Associate Vice President for Finance & Human Resources will determine annually in consultation with the VP/AVP if monetary rewards will be available that year. Program details including financial reward availability will then be announced to DSA staff each June. In the fall, after performance appraisals have been completed and submitted, the AVP for Finance & HR will inform the VP/AVP group of all staff who have received the rewards program. The VP of Student Affairs will send a written acknowledgement of the exemplary performance from the Vice President of Student Affairs. (The immediate supervisor may also provide a written acknowledgement of the exemplary performance.)

• Rewards:
  a. In years in which monetary rewards are available, employees will receive both a monetary reward ($500) and their choice of one non-monetary reward (see below). Care should be taken to ensure that the use of general fund dollars (fund 10000) will be kept to a minimum and that other funding sources will be used whenever possible.
  b. Monetary rewards may be received as cash within the employee’s paycheck (pre-tax dollars) or as $500 toward a professional development opportunity within the coming fiscal year.
  c. In cases in which monetary rewards are not available, employees will receive their choice of one non-monetary reward (see below).
  d. In most cases, the cost of rewards will be the responsibility of the unit or supervising AVP. If a unit wishes to give a monetary reward but does not have sufficient one-time funds to pay the $500 reward to the employee, the Director may approach the Supervising AVP and AVP Fin/HR for financial support.
  e. Non-monetary rewards: (choice of one of the following)
     i. Two days off with pay
        • Agreed to and scheduled in advance with the supervisor
        • Used within 180 calendar days of receipt of the VP letter
ii. Free “Blue” parking pass for one calendar month.

Supervisors will report to their Unit HR by end of each September which reward was selected by each employee.

- **Assessment:**

  Assessment of the exemplary performance rewards program will be included as part of the overall performance appraisal process assessment.

For more information on Performance Appraisals, see [http://www.umich.edu/~dsafinhr/](http://www.umich.edu/~dsafinhr/)

Exemplary performance is often described as:

- Consistently shows initiative, is proactive, a go-getter. Anticipates and resolves challenges.
- Considerably surpasses annual performance goals; goes above and beyond what is required.
- Demonstrates mastery, a role model or mentor for others.
- Creative, embraces new challenges, challenges others appropriately.
- Achieves outstanding results with significant impact on mission or goals.
- Takes advantage of opportunities that have impact on a broad scale outside typical responsibilities.

**Process for Payment:**

When all the guidelines identified in the “DSA Rewards for Exemplary Performance” document regarding eligibility, the nomination process, review and approval of recipients and the determination of specific rewards have been complied with, rewards should be delivered to the employees. The process for executing the delivery of the rewards is as follows:

1. Unit’s leaders will report to their respective unit HR offices by the end of each September which reward was selected by each eligible employee.

2. Unit HR offices will compile a complete list of their reward recipients and forward that to the DSA Human Resources Office.

3. DSA Human Resources Office will compile a comprehensive list for the entire division and will forward that to the AVP Finance & HR for review.

4. Unit HR Offices will prepare and process each cash award for their units.

5. DSA Human Resources Office will verify that each awardee has received their cash reward.
6. Non-monetary awards will be processed by the Unit HR offices as follows:
   a. Individuals electing “time off with pay” will prepare their electronic time reports using
      the pay code “TOA” for the awarded time off. Unit payroll time clerks will verify that
      the time off with pay has been submitted correctly.
   b. Arrangements for individuals electing the “Blue” parking pass for one month will be
      handled by the unit HR office in coordination with the Parking Office and the employee.

7. The DSA Internal Controls Officer will annually review all rewards and specifically monitor the
   usage of pay code “TOA” to make sure it is being used correctly. The annual review will also
   check to determine that there is an appropriate level of representation of both non-exempt and
   exempt employees participating in the program.

8. Assessment of the exemplary performance rewards program will be included as part of the
   overall annual performance appraisal process assessment.