

COLLEGE OF AGRICULTURAL SCIENCES
COUNTY COOPERATIVE EXTENSION OPERATIONS

Administrative Support Staff and Volunteer

Reward and Recognition Programs

PURPOSE:

To encourage the establishment of Reward and Recognition programs for County Cooperative Extension administrative support staff and volunteers for recognition of exemplary work performance, achievements, and contributions. This policy outlines a process for the establishment, approval and implementation, and also provides guidance for funding these programs. Note: Reward and recognition programs for educators and other staff paid directly by the University shall follow university policy FNG04 available at <http://guru.psu.edu/policies/Fng04.html> .

PROGRAM REQUIREMENTS:

Every Reward and Recognition Program must be formalized and identify the following:

- Purpose,
- criteria for eligibility and selection,
- number of recipients,
- frequency of the award,
- determination of the type of award, and
- guidelines for presentation of the award.

Reward and Recognition Programs which include an award must be formally documented with review and approval by the appropriate Regional Director and the College Business Office prior to establishment.

ELIGIBILITY:

Reward and recognition may be intended for individuals or groups of individuals.

Eligible funding sources include county appropriations when specifically provided for within the approved county budget and program funds generated through cost recovery or fundraising activities.

SELECTION CRITERIA:

Selection criteria must be documented as part of the Reward and Recognition Program. The County Extension Director may designate an individual or committee to develop specific award standards and selection criteria, and to nominate or select award recipients.

TYPES OF AWARDS:

Awards can take many forms and should be appropriate to the achievement being cited. Certain types of awards are subject to taxation as determined by IRS regulations. Award examples include certificates of achievement, plaques, Nittany Lion statues, special professional development opportunities, etc. (see table below for examples and dollar limitations). Awards of cash, checks, or gift certificates are NOT allowable.

TYPE OF AWARD	USE County* or Program Funds?	REPORTABLE?
Certificates of Achievement	Yes (Limit \$100 per award)	No
Plaques	Yes (Limit \$100 per award)	No
Nittany Lion Statues	Yes (Limit \$100 per award)	No
Book ends, Desk sets, etc.	Yes (Limit \$100 per award)	No
Penn State Mementos	Yes (Limit \$100 per award)	No
Special Professional Development Opportunities	Yes	No
Cash, Checks and Gift Certificates	Not Allowable	Not Allowable

*** Note county funds may only be used when specifically provided for within the approved county budget.**

AWARD PRESENTATION CEREMONY:

The County Extension Director shall assume the responsibility of making the awards at suitable functions during the year. Presentations may be incorporated with professional development, training or other regularly scheduled business sessions, meetings or receptions. Annual or group presentations are encouraged where appropriate.

Guest lists for awards ceremonies are intended to include the award recipients and a limited number of guests. Any travel costs incurred by the guests (lodging, transportation, and meals outside the immediate presentation) are considered to be personal expenses and not reimbursed. Alcoholic beverages may not be charged.