Presidential Recognition Program

<table>
<thead>
<tr>
<th>Section: Compensation</th>
<th>Policy Number: 304</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Office: HR/Compensation</td>
<td>Effective Date: 04/01/01</td>
</tr>
<tr>
<td></td>
<td>Revised: 06/30/02; 10/28/14</td>
</tr>
</tbody>
</table>

Scope
All full-time and regular part-time administrators and staff who are in active working status are eligible for nomination to the program.

Policy
The Presidential Recognition Program is designed to immediately recognize and reward an employee or group of employees for “special” accomplishment(s) achieved. The program reinforces a spirit of innovation, problem-solving, teamwork, efficiency, and student-centered service throughout the University. The impact of recognition is immediate and is intended to encourage future similar behavior and inspire others to put forth effort above and beyond their normal job duties.

The primary criteria for award recommendation should be an exceptional event, behavior or implementable idea that will have significant impact. This event can be an implementable idea or action that the employee has initiated whose result will enhance student success or academic quality, increase revenue generation or improve efficiency, productivity or resource reallocation. It may also be evident in extraordinary service actions or participation in a committee or event that was significantly above and beyond the employee’s normal job duties.

There are three tier levels for the Presidential Recognition Program:

- **Tier I Awards range from $100.00 to $500.00**
  The activity should reflect extraordinary effort above and beyond the employee’s normal job duties. The implementation of this idea would have a positive impact at the department level. *This tier requires approval at the VP or Dean level.*

- **Tier II Awards range from $501.00 to $1,000.00**
  The activity should reflect extraordinary effort above and beyond the employee’s normal job duties. The implementation of this idea would have a significant positive impact at the unit or school level. *This tier requires approval at the VP or Dean level.*

- **Tier III Awards range from $1,001.00 to $2,500.00**
  The primary criteria for Tier III should represent an event of broader scope than those listed above. The impact of this event would have an extraordinary impact at the university level on furthering institutional priorities. *This tier requires approval of the Sector leader (SVP, EVP, Provost).*

The program's plan document is available from the Human Resources office. The manager's Recommendation Form is online on the HR Forms page.

Eligibility
In order to be eligible to receive an award, employees must be in an active working status on the payroll of St. John’s at the time that the award is paid. Employees who have resigned,
retired, or been terminated are ineligible for an award. In addition, prorated award payments will not be made to employees who resign, retire or are terminated during the year. Employees whose positions are funded by external sources (i.e. grants and contracts) may not be eligible for certain University-funded compensation programs.

St. John’s University reserves the right to modify or cancel any of its award programs at any time, without advance notice.

**Procedures**

Managers should complete and submit a Presidential Recognition Program Recommendation Form (found on the HR website) to the Compensation department in the Office of Human Resources for each award nominee, *anytime during the year.* Recommendations should be made immediately following the exceptional event, behavior or implementable idea being recognized.

The Office of Human Resources will review submissions to ensure that the recommendations meet the award criteria outlined in this program. The Compensation department will notify the manager within two weeks regarding award approval or whether the award request did not meet the program’s criteria. The award can take the form of cash or non-cash.

At the end of the academic year, all the year’s recipients will be invited to a special luncheon hosted by the President to recognize the contributions made to the University.