

## **SUPERVISOR GUIDELINES FOR NSU'S EMPLOYEE RECOGNITION PROGRAM**

One of the primary goals of the NSU Employee Recognition Program is to provide as much flexibility as possible for each individual center to determine the distribution and awarding methods of gift cards based on internal departmental considerations.

The following guidelines are provided to assist you in your decision-making process for distributing awards.

### **WHO IS ELIGIBLE?**

- All regular and part-time employees who work at least 1000 hours per year that have completed their orientation program and are currently performing at a satisfactory level.
- Executive officers, temporary, field-based (ex: clusters), contracted employees, interns/residents/fellows, and adjunct employees are not eligible for the NSU Employee Recognition Program.

### **SAMPLE EMPLOYEE RECOGNITION CRITERIA:**

- Continually developing and recommending new and innovative ideas to improve efficiencies and productivity which are adopted.
- Repeatedly accepting additional responsibilities during extended periods of staffing shortages or abnormally heavy workloads.
- Completing long-term or frequent short-term special projects while maintaining high efficiency in regularly assigned job duties.
- Repeated examples of providing exceptional customer service as cited by either internal or external customers.
- Displaying good judgement when faced with a crisis that could result in loss, damage or injury to anyone or anything on the NSU Campus.

In addition to the criteria cited above, Supervisors/Managers can award gift cards under other criteria of their own choosing. This criteria, however, should generally the values of NSU as an organization. ***Good attendance and generation of ideas related to the normal scope of job responsibilities should not be considered as appropriate criteria.*** Criteria that is adopted and being awarded should be clearly specified in the message text of the electronic gift card certificate that the employee will receive at their work email address.

## **CAN AN EMPLOYEE RECEIVE MORE THAN ONE GIFT CARD IN A CALENDAR YEAR?**

Yes. However, keep in mind that your center has only a limited number of cards to use for the entire year. Each time an employee receives an award, a separate NSU Employee Recognition Program Gift Card Request Form must be completed and the reason for the award should be cited in the Message Text section.

## **HOW MANY AWARDEES WILL THERE BE?**

Each center is issued a set amount of cards each fiscal year based on 20% of their total eligible population within their center. It is possible that all of these cards will be awarded and distributed during the year; conversely, none may be utilized. The utilization depends primarily on management's commitment to providing recognition and eligibility criteria being met.

## **WHAT IF I DO NOT AWARD ALL OF MY CARDS TO EMPLOYEES?**

At the beginning of each fiscal year, centers will receive a new gift card allocation based on their total eligible population within their center. The NSU Employee Recognition Program is budgeted at the University level. Therefore, centers are not penalized for not issuing all cards available under their annual allotment, nor do they benefit by not using their allotment. Unused gift card allotments are **not** rolled over into the next fiscal year's allocation.

## **WHAT DO AWARDEES RECEIVE?**

Awardees will receive an electronic gift card certificate by email from InComm Incentives for which they will be able to order a gift card from over 350 different vendors. The gift card certificate will be in the amount of \$50.00 and will be sent to the recipient's work email address, and the email will contain a link to the Message Text and instructions for selecting their card.

## **IMPORTANT TAX IMPLICATIONS:**

Federal regulations regard all gift cards as taxable income. The tax will be applied to the employee's gross earnings in the next available pay period. NSU will pay the tax through another adjustment indicated on the employee's pay stub. The net result will be that the employee still receives the entire \$50.00 value after tax.

Supervisors awarding cards in the month of December should submit all NSU Employee Recognition Program Gift Card Request Forms no later than December 10<sup>th</sup> to allow for payroll processing before the end of the calendar year. Request forms received after December 10<sup>th</sup> will be awarded and processed in the next calendar year.

## **PROCEDURES:**

1. Supervisor nominates an employee for the recognition award by completing the NSU Employee Recognition Program Gift Card Request Spreadsheet (located on the OHR website).
2. Spreadsheet is forwarded to the Office of Human Resources, Compensation Department at [HRCompensation@nova.edu](mailto:HRCompensation@nova.edu). You will need to copy your center head on the email so that Human Resources is aware that they have approved the request.
3. Allow up to 3 business days for the Compensation Department to approve and process the gift card request. Processing times may vary depending on the volume of requests received.
4. Once center head approves the request, supervisor notifies the recipient to expect an email at their work email address from InComm Incentives within the next few days, and that it is safe to open and respond to the email.
5. Once the gift card is processed by OHR, the employee will receive an electronic gift card certificate at their work email address within 24 hours.

We hope that this information about the NSU Employee Recognition Gift Card Program is helpful and that you take advantage of the program to recognize your employees. Please contact [HRCompensation@nova.edu](mailto:HRCompensation@nova.edu) if you have any questions or need additional assistance.