

Procedure 5-403G: Prizes and Awards.

Revision 0. Effective date: February 14, 2023

I. Purpose and Scope 1

II. Definitions 1

III. Procedure 1

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources 4

V. References 4

VI. Contacts 4

I. Purpose and Scope

A. Purpose.

To document the process and procedure for payment of an award or prize to the recipient following a nomination and selection process.

B. Scope.

This procedure applies to Campus and University of Utah Health Campus Staff.

II. Definitions

The definitions provided in Policy 5-403 and Rules R5-403A and R5-403B apply for this procedure.

III. Procedure

A. Campus Awards

1. Payment Method

- a. The recipient of a prize or award can elect to have the payment made through a direct payment or can select to have the prize or award placed in a departmental account under their control which can be used for the recipient's research or other University related purpose. Expenditure of these departmental account funds must conform to university policies and procedures and no expenditures of a "personal" nature will be permitted.
 - b. Eligible Staff may select to receive years of service awards through direct payment.
2. Eligibility
 - a. An Employee must be in an active employment status (non-terminated) at the time the prize or award payment is made.
 - b. Employee must meet the specified criteria outlined in the agreement set forth by the awarding department.
 3. Additional Requirements
 - a. The department submitting payment shall retain any additional documentation required for payment.
- B. University Hospitals and Clinics Staff Awards
1. Service Awards. University of Utah Hospitals and Clinics recognizes full-time (.75 FTE or higher) staff working for more than five years with a service award. Staff are awarded for each five-year anniversary (5, 10, 15, etc.), based on the staff member's service date. The service award is a cash award calculated by a pre-determined dollar amount for each year of service. (The per-year amount may be updated at the discretion of Hospitals and Clinics Chief Human Resources Officer.) The award is included on the regular paycheck within the month following the employee's anniversary.
 - a. Eligibility
 - i. The service anniversary date is calculated from the employee's service date. The service date is the date the employee became eligible for benefits (not the hire date).

- ii. The employee must be an active, benefits-eligible employee on the anniversary service date to receive a service award.
 - b. Additional Requirements
 - i. Hospitals and Clinics Human Resources manages the program, including the funding, eligibility verification, and distribution of the awards.
 - ii. Employees and their managers are notified via email of the service anniversary and service award.
 - iii. The award is received in the regular pay check and is processed as taxable income.
- 2. Reward Great Work. Reward Great Work is a recognition program for Hospitals and Clinics staff. The award for exceptional work, tied to our PROMISE Standards, is awarded by managers and above via an online tool and paid to employees in the subsequent pay check.
 - a. Eligibility
 - i. Active Hospitals and Clinics staff.
 - b. Additional Requirements
 - i. Hospitals and Clinics Human Resources manages the program, including the funding, eligibility verification, and distribution of the awards.
 - ii. Hospitals and Clinics managers and above have access to an online tool to identify a Recognize Great Work recipient and apply the award.
 - iii. The award is received in the regular pay check and is processed as taxable income.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 5-403: Additional Compensation Policy
2. Rule 5-403A: Additional Compensation for Staff (Hourly/Exempt)
3. Rule 5-403B: Additional Compensation for Faculty

B. Procedures, Guidelines, and Forms.

1. [Prize and Awards Form](#)

C. Other Related Resources.

1. [*reserved*]

V. References

- ##### A. [*reserved*]

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Human Resources Associate Director, Payroll and UUHC Senior Director, Total Rewards
- B. Policy Officer(s): Chief Human Resource Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0. Effective February 14, 2023