

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

## **NSU GIFT CARD/LETTER OF APPRECIATION COMPONENT**

One of the main intentions of the NSU Gift Card Award is to provide as much flexibility as possible for each individual department to determine the distribution and awarding methods of Gift Cards based on internal departmental considerations.

The following guidelines are provided in an effort to assist you in your decision making process concerning this program:

### **NOMINATION 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.

### **Note:**

In addition to the criteria cited above, Supervisors/Managers can award gift cards under other criteria of their own choosing. This criteria, however, should support in general the values of NSU as an organization. Note: Good attendance and ideas related to the normal scope of job responsibilities should not be considered as additional criteria. Criteria that is adopted and being awarded should be clearly specified in the letter of appreciation that is presented to the employee.

### **WHO IS ELIGIBLE?**

- All regular and part-time employees who work at least 1000 hours per year. (Faculty, Classified, Administrative/Professional.
- Executive officers, temporaries, field-based (ex: clusters) and adjunct employees are not eligible for the Gift Card/Letter of Appreciation Program.

- All eligible employees must have completed their orientation program and must be currently performing at a satisfactory level.

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

Yes. However, keep in mind that your department has only a certain amount of cards to utilize for the entire year. Each time an employee receives an award a separate Gift Card Award Form must be completed and the reason for the award needs to be specifically cited in each individual letter of appreciation.

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

Each department is issued a set amount of cards each year (fiscal) based on their total eligible population within their department in relation to the entire NSU eligible population. It is possible that all of these cards will be awarded and distributed during the year or none will be utilized. The utilization depends primarily on eligibility criteria being met.

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

Departments will not be penalized for not issuing all cards since their budgets are calculated based on their population. Each fiscal year, departments will receive a new gift card allocation based on their total eligible population within their department. Unused gift cards are not rolled over into the next fiscal year's allocation.

### **WHAT DO WINNERS RECEIVE?**

Winners will receive an attractive American Express Gift Card in the amount of \$50.00, along with a letter of appreciation signed by their supervisor/department head. The presentation of the cards and letter of appreciation will be presented to the employee in a suitable format of the supervisors choosing.

### **LETTER OF APPRECIATION:**

The NSU Gift Card Award Program has been designed to allow for as much administrative flexibility on the part of the individual department to award cards in a timely and meaningful manner to the award recipient. A copy of the letter of appreciation awarded to each individual employee needs to be submitted to OHR. The letter of appreciation is necessary for OHR so that the award documentation can be placed in the employee's personnel file and so that the effectiveness of the program can be measured. A sample letter of appreciation is attached to use as a guideline.

### **IMPORTANT TAX IMPLICATIONS:**

Federal regulations regard gift cards as taxable income. Once the employee is awarded the card, it is imperative that the supervisor or the department administrator complete and submit the Gift Card Tax Form that was enclosed with the gift card to the Payroll Department so that the tax can be applied to the employee's gross earnings in the next available pay period. NSU will actually 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 card that was presented to them. Supervisors awarding cards in the month of December should be aware that they need to give the Payroll Department adequate time to report this year ending information prior to December 31<sup>st</sup>.

**PROCEDURES:**

1. Supervisor nominates an employee for the recognition award by completing the GIFT CARD AWARD NOTIFICATION form and drafting the LETTER OF APPRECIATION.
2. GIFT CARD AWARD NOTIFICATION form approved by Center-head.
3. GIFT CARD AWARD NOTIFICATION form and copy of LETTER OF APPRECIATION forwarded to Human Resources, Compensation.
4. Allow 1-2 business days for department to receive the American Express Gift Card from Human Resources.
5. Supervisor should award employee in a public setting.
6. *REMEMBER:* Supervisor or department administrator must complete and submit the Gift Card Tax Form that was enclosed with the gift card for the employee to the Payroll Department.

We hope that this information assists you regarding this program. Please feel free to contact any member of the Office of Human Resources Compensation Team should you have any additional questions.