SOP – Employee recognition pay and leave

Overview
• Regular full-time and part-time County employees are eligible to participate in Albemarle County’s employee recognition programs.
• The County has several programs to honor employees for their years of service and for exceptional performance. You can review general information at this link: https://ia2010.albemarle.org/EmployeeResources/Recognition/SitePages/Home.aspx
• Individual departments/locations may have specific recognition programs that may include rewarding employees with additional leave or pay. Check with your supervisor or Director for details.

Relevant policy information
Local Government: P65 – Employee Recognition Program
Public Schools: GCNA – Employee Recognition Program

Links to step-by-step documentation
Awarding employee recognition leave
Awarding recognition pay

What employees need to know
• Your supervisor/timekeeper will apply any recognition pay to your timecard.
• Any tangible gift items with a value exceeding $100 are taxable and must be reported to Finance so that appropriate taxes may be withheld from the recipient employee.
• Employees can be rewarded up to one day per fiscal year of recognition leave.
• If an employee leaves before using recognition leave, that leave is not paid out to the employee.
• Your supervisor/timekeeper will add any recognition leave to the Employee Recognition leave category.
• If you are awarded recognition leave, you can then submit a leave request to use it just as you would other types of leave.

What supervisors need to know
• Employees can be rewarded up to one day per fiscal year of recognition leave.
• Any tangible gift items with a value exceeding $100 are taxable and must be reported to Finance so that appropriate taxes may be withheld from the recipient employee.
• Money should not be given out so often that employees start to consider it part of their expected income.
• In the time & attendance system, recognition pay is awarded in $25 increments. This is an important fact to remember so that you don’t award an employee $2,500 when you meant to award $100!!!

What timekeepers need to know
• Review usage of employee leave and recognition pay as part of your regular auditing process.