

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-4012 Employee Recognition Program**

- (1) The New College of Florida Employee Recognition Program shall provide for recognition of eligible employees.
- (2) The College is authorized to expend State funds for recognition and awards to employees in compliance with this rule. Any award will be contingent upon the availability of funds. Nothing in this rule is intended to govern the expenditure of private funds to which the College may have access.
- (3) The awards provided for herein shall acknowledge employee achievement in the following components:
  - (a) Superior Accomplishment – Exemplary performance by faculty members, Administrative and Professional (A&P), or USPS employees that is deemed to have significantly contributed to their respective field, thereby reflecting positively on the caliber of the State University System.
  - (b) Service – Sustained satisfactory service with the State University System by faculty members, A&P, or USPS employees.
    1. Eligible employees may be recognized for service upon retirement.
    2. Eligible employees will be recognized upon achieving increments of five continuous years of satisfactory service at the College.
- (4) Superior Accomplishment Component
  - (a) Awards for superior accomplishment may be presented to eligible employees on an individual basis or collectively for outstanding group performance. The Human Resources Director coordinates the selection process for the College-wide Outstanding Staff Awards. The Equal Opportunity Affairs officer coordinates the selection process for the Affirmative Action awards. Divisional awards may be presented by Deans or Directors.
  - (b) Awards for superior accomplishment, whether College-wide or division, shall be in accordance with the following provisions:
    1. No cash award granted under the superior accomplishment component shall exceed \$1,000, excluding applicable taxes. Savings Bonds or other items in lieu of cash may be awarded, provided the cost of such item does not exceed \$1,000.
    2. Certificates, pins, plaques, letters of commendation, or other appropriate tokens of recognition of superior service may be awarded, provided the cost of the token does not exceed \$50.

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3. Lump sum bonuses based solely on performance will not be awarded.
  4. All divisional award activity must be reported to the Human Resources Director.
- (5) Service Award Component
- (a) Divisions may recognize retiring employees or appointed members of a state board or commission upon the expiration of his or her term whose service has been satisfactory. Awards may take the form of suitable framed certificates, pins, or other tokens of recognition and appreciation, provided such awards do not cost in excess of \$50 each. All service awards shall be reported to the Human Resources Director.
  - (b) The Human Resources Director shall be responsible for the administration and coordination of the continuous satisfactory service awards program. The College shall recognize employees who have attained continuous satisfactory service in increments of five years.
- (6) The College shall prepare an annual report to be presented to the Board of Education for outlining the level of participation in the employee recognition program.
- (7) New College of Florida shall submit to the Board a calendar year report that includes at least the following items:
- (a) The number of employees recognized for superior accomplishments;
  - (b) The number of employees recognized for continuous satisfactory service to the College; and
  - (c) The College's Human Resources Director shall be responsible for regularly gathering data regarding the number of individual employees being recognized under any component of this program.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 01-28-04, as Rule 6C11 8.012; Revised 03-11-17 (technical amendment)*