



EMPLOYEE AWARDS: WHAT YOU SHOULD KNOW

In response to campus requests, this policy provides a systematic approach in which departments/units can utilize local funds to recognize and encourage employees in carrying out the University's mission with excellence.

- Auburn University promotes programs that recognize and encourage the dedication, support, and participation of employees in carrying out the University's mission.
- Award programs for employees may be utilized provided:
 - They adhere to an approved competitive process and all applicable federal and state laws;
 - All award funding is provided through the local budget; and,
 - Awards are not used as adjustments to base salary, supplemental compensation, increased value of a position, or internal pay equity.
- All proposed employee award programs must be submitted to the Employee Awards Committee for review and approval prior to any award distribution. Programs must be submitted to the Chair of the Committee at awardsprogram@auburn.edu
- The Committee will identify and review these elements for approval:
 - Business purpose and description of program,
 - Criteria for selection and eligibility,
 - Award types, frequency, and nomination and selection processes, and
 - The communication plan and funding source.
- Awards may include cash, tangible personal property, and time-off (no more than eight hours per award, not to exceed 16 hours per calendar year to the same recipient.)
- Cash awards to employees constitute gross wages and are subject to payroll tax withholding, regardless of amount. Additionally, tangible property (items that can be moved, touched or felt such as plaques, pens, t-shirts) with an annual value of more than \$100 are subject to taxation and the full value amount must be sent to payroll for tax withholding.
- These procedures, which are online at <http://www.auburn.edu/hr/procedures.html>, apply to student awards only when the award is based on the student's employment with the University.



Visit <https://aub.ie/employee-awards> for more information.