Recognition and Reward Procedure

1 Purpose

To describe the processes to implement Employee recognition and reward initiatives at the University.

2 Scope

This procedure applies to all Employees.

3 Procedure Overview

This procedure outlines the processes to implement:

- Employee excellence awards
- recognition of service
- other initiatives.

4 Procedures

The University will use both formal and informal approaches to recognise and reward exceptional Employee service, performance, and achievement.

4.1 Employee excellence awards

The University may give Employee excellence awards each calendar year to recognise and reward exceptional performance, achievement, and impact by an individual or team.

All Employees are eligible to apply for any excellence award.

Each award normally consists of a financial grant and a certificate. The financial grants must be used in full within 12 months of receipt and can only be used for professional development and associated expenditure.

Applications must be made on the relevant application form and submitted by the advertised due date.

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Assessment will be undertaken by an assessment panel (with an appropriate gender mix) and will examine the merit of each application against criteria. The panel will consider achievement relative to opportunity and unconscious bias during the assessment process.

As part of the University's commitment to fostering a safe and respectful work environment and in compliance with legal obligations, Human Resources will inform the approving Delegate whether an award applicant has been the subject of a substantiated allegation of Gender-based Violence during their employment at the University for consideration.

The University is not obliged to present any excellence award or medal in any given year if there are no applications of sufficient merit.

4.1.1 Available awards

The category, responsible officer, and available awards include:

- Learning and teaching category - Deputy Vice-Chancellor (Students and Education)
    - Excellence Award for STEMM Disciplines Learning and Teaching
    - Excellence Award for HASS Disciplines Learning and Teaching
    - Excellence Award for University Learning and Teaching
    - Excellence Award for University Educational Leadership
- Research category - Deputy Vice-Chancellor (Academic and Research)
    - Excellence Award for Research
    - *Ronel Erwee Memorial* Award for Excellence in Postgraduate Research Supervision
    - Excellence Award for Early Career Research
    - Excellence Award for Women in STEMM
    - Excellence Award for Service to Research
- People, culture, and values category - Chief Operating and Financial Officer
    - Excellence Award for Diversity and Inclusion
    - Excellence Award for Leadership
    - Excellence Award for Innovation and Change

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    - Excellence Award for Living the UniSQ Values

- Community engagement and service category - Pro Vice-Chancellor (Engagement)
    - Excellence Award for Community Engagement and Service.

The Vice-Chancellor may also award a University Medal for Academic Excellence, Research Excellence, and/or Professional Excellence. Each medal normally consists of a commemorative University medal and a certificate.

4.1.2 Award management

Each award has a responsible officer at the Deputy Vice-Chancellor, or Pro Vice-Chancellor level (see section 4.1.1). The responsible officer (or nominee):

- determines relevant Employee excellence awards;
- convenes the assessment panel and manages the assessment process;
- provides winner recommendations to the Vice-Chancellor; and
- administers expenditure of financial grant associated with relevant employee excellence awards.

The Vice-Chancellor (or nominee):

- approves Employee excellence award winners; and
- sets the value of the financial grant for Employee excellence awards.

4.2 Recognition of service

Employees will be recognised in the following way when they complete the relevant period of service:

Period of service	Recognition
• 1 year • 5 years	Written acknowledgement from the Chief People Officer on behalf of the University
• 10 years	Certificate of appreciation and invitation to Vice-Chancellor hosted

• 20 years	function
• 25 years • 30 years • 40 years	Certificate of appreciation, invitation to Vice-Chancellor hosted function, and commemorative gift

An Employee's period of service is defined as their employment with the University and includes periods of paid leave and unpaid leave of up to one month. Human Resources will confirm an Employee's period of service. Service prior to 1 January 1967 will not be recognised.

4.3 Other initiatives

The University encourages the use of other recognition and reward initiatives at the discretion of the work area. Any costs associated with these initiatives must be budgeted for, and funded by, the relevant work area and be compliant with all relevant financial Policies and Procedures.

4.4 Delegations

Position	Delegation
Vice-Chancellor	• Approve Employee excellence award winners • Set value of the financial grant for Employee excellence awards

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

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Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recognition and Reward Policy
Subordinate Schedules	
Approved Date	24/7/2026
Effective Date	24/7/2026
Review Date	15/4/2029
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Procedure An operational instruction that sets out the process to operationalise a Policy. University The term 'University' or 'UniSQ' means the University of Southern Queensland. Vice-Chancellor

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	The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998 , including a person acting in that position.
	Definitions that relate to this procedure only
Keywords	Recognition, long service, excellence awards, reward, recognition of service
Record No	13/316PL

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