

# Recognition and Reward Policy

## 1 Purpose

To outline the principles for recognising and rewarding Employees.

## 2 Scope

This Policy applies to all Employees.

## 3 Policy Statement

The University will provide opportunities to recognise and reward exceptional Employee service, performance, and achievement to increase the engagement, commitment, and productivity of Employees. All Employees are encouraged to recognise their colleagues and the positive contributions they make to the workplace.

## 4 Principles

The University is committed to recognising and rewarding Employees:

- through a shared responsibility between the University, the Employee, and the Supervisor.
- using both formal and informal approaches across the entire University, within a Division, or within a specific organisational unit.
- by formally recognising Employees who provide long-term years of service to the University.
- with a focus on contributions to the realisation of the University's Strategic Plan (including University values) and with a focus on quality (impact).

## 5 References

Nil.

## 6 Schedules

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

## 7 Policy Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Enterprise Services)
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	Executive Policy
<b>Policy Suite</b>	<a href="#">Recognition and Reward Procedure</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	15/4/2024
<b>Effective Date</b>	15/4/2024
<b>Review Date</b>	15/4/2029
<b>Relevant Legislation</b>	<a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>
	<a href="#">Employee</a>  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.
	<a href="#">University</a>  The term 'University' or 'UniSQ' means the University of Southern Queensland.
	<b>Definitions that relate to this policy only</b>

	<b>Supervisor</b>  Any person responsible for leading the activities of others. In the context of this policy, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
<b>Keywords</b>	Recognition, reward, employee service, long service, awards, performance, achievement
<b>Record No</b>	23/636PL