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

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

7 Policy Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Executive Policy
Policy Suite	Recognition and Reward Procedure
Subordinate Schedules	
Approved Date	7/7/2025
Effective Date	7/7/2025
Review Date	15/4/2029
Relevant Legislation	Enterprise Agreement
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. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this policy only

	Supervisor 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.
Keywords	Recognition, reward, employee service, long service, awards, performance, achievement
Record No	23/636PL

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