



The American University of Kurdistan Reward and Recognition Policy

Policy Number: HR010
Effective Date: November 13, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to build an organizational culture where employees’ performance and accomplishments are valued and recognized.
- c. **Scope:** This policy applies to all the regular employees of the University.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. POLICY STATEMENT

To attract and retain employees, AUK established and maintains a reward and recognition program to publically appreciate the efforts of the employees in respect to performance, years of service, and professional dispositions. This will boost employee morale and maintain the University's high employee retention rate.

IV. POLICY PRINCIPLES

The objective of this policy is to promote motivation in the workplace and to build a positive culture that is conducive for achieving organizational objectives.

1. To promote the reward and recognition of the employees.
2. To appreciate and recognize the value-added contributions of the employees.
3. To acknowledge individual and team contributions.
4. To enhance motivation in the workplace.

Eligibility:

- To be under a full-time employment contract with AUK.
- To be employed with AUK at least one year of continuous service before the recognition date.
- To have exhibited exemplary performance as reported in the annual performance review.
- To be free of any report or record of violations of the Employee Code of Conduct.

Reward and Recognition Program and Objectives:

- **Years of Service Award:** Employee recognition based on years of service for faculty and staff. The award will not be incorporated into the salary; it is only a one-time payment. The specific amounts of the award will be determined by the AUK University Cabinet, incorporated into the annual budget, and approved by the Board. These are classified as follows:
 - a) Employees celebrating their three (3) years' work anniversary;
 - b) Employees celebrating their five (5) years' work anniversary;
 - c) Employees who have more than ten (10) years of service, and for each five years after (e.g. 15, 20, 25, 30 years of service).
- **Employee Appreciation Event:** AUK will host an employee appreciation event to publically celebrate faculty and staff for their years of service; this aims to boost their self-esteem and makes employees feel valued.
- **Employee of the Month:** Staff members are nominated for the honor; the recipients of the honor are announced on the website and social media platforms, including a photo, job title, accomplishments, and words from their supervisor.
- **Monetary Staff Recognition Awards:** May include a bonus, paid time off.

These reward and recognition programs will be overseen by the Office of Human Resources. Funds for these programs will be requested within the fiscal year budgeting process.

VI. POLICY PROCEDURES

A. Nomination Procedure:

- a. HR will send out emails inviting nominations for awards; a timeline will be established for each award.
- b. Nominations must be submitted to the Office of Human Resources via an official email.
- c. The nomination must come from the staff member's direct supervisor.
- d. The nomination must include the staff members' name, current position title, position summary, and narrative demonstrating excellence in performance. Evaluation standards may include:
 - Demonstrated leadership potential/skills
 - Exemplary evaluation
 - Accomplishments
 - Extraordinary efforts by an employee on a given task
 - Initiative to work on special projects
 - Helping colleagues even after fulfilling one's own duty
 - Innovation in work
 - Excellent customer care
 - Contribution to the efforts of the unit/university that is beyond the expectations stated within the job description.

HR will establish an Employee Award Committee to review nominations and select award recipients as per the details of each award category.

Awards will be announced as per the timelines specific to each award.

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** November 13, 2022