

GUIDELINES
FOR
EMPLOYEE
RECOGNITION



Human Resources Division

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GUIDELINES FOR EMPLOYEE RECOGNITION

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NOTE TO READER: These guidelines represent recommended practices for recognizing employee performance and accomplishments. ***This document is not a rule, regulation, or contract, and should not be construed as creating contractual obligations.***

The District reserves the right to revise, amend, supplement, or rescind these guidelines at any time at its sole and absolute discretion. In all questions of actual legal compliance, ***actual policies, rules, regulations, procedures and collective bargaining agreements will always be the official documents upon which any ruling will be based or any interpretation made.***

For complete information contact the Personnel Office at your campus or the Division of Human Resources.

Employee Recognition

We all appreciate being recognized for the good work we do. Numerous studies have linked effective employee recognition to increases in productivity and employee satisfaction. How does employee recognition occur within the LACCD?

We know that in a public sector merit system, management has fewer recognition tools than are available to the private employer. But there are some tools.

An Overview of Employee Recognition

In some organizations, employee recognition means giving an award (perhaps monetary) to a few employees who are proclaimed to have done something exceptional. But is this approach to recognition too narrow and exclusive? Is it the most effective use of organizational resources?

Taking an inclusive, systems approach to recognition means more than developing a traditional awards program. Effective

Praise is an example of **day-to-day recognition**. It costs nothing and can be given by anyone, to anyone at any time.

Informal recognition can take a variety of forms, has few restrictions, and often includes a low-cost, tangible gesture of appreciation or congratulations.

Formal recognition can include not only awards for achievements, service, etc., but also celebration events at which all contributing employees can participate and receive recognition. Formal recognition often has certain policy and legal requirements.

recognition systems include activities on three dimensions: day-to-day, informal, and formal.

Successful organizations make recognition a priority. They realize that well designed recognition provides the organization and its employees with several positive results. An effective recognition program:

- opens channels of communication,
- increases productivity,
- reinforces organizational values and culture,
- enhances recruitment of desired applicants,
- improves retention of key employees,
- acknowledges noteworthy achievements,
- builds mutual commitments and relationships, and
- enhances self-worth and self-confidence.

While there is more than one way to design an effective employee recognition program, many successful programs share common attributes. The most effective recognition programs typically

- **use a systems approach to develop a "culture of recognition,"**
- reflect the organization's values and business strategy,
- are clearly defined and well-publicized,
- involve employees in program design and implementation,
- are multi-layered (organization-wide and unit-specific),

- have a mix of formal and informal programs,
- are creative and fun,
- change periodically to avoid stagnation,
- are timely and provide a specific reason for the reward,
- are supported with tools and education, and
- match the reward to the person to make it personal and meaningful.

The LACCD encourages employee recognition programs throughout our organization. Human Resources can provide assistance and support for these endeavors.

Ideas for Recognizing and Appreciating Your Colleagues

Whether you are a supervisor or not, here are a few ideas on how you can recognize your colleagues without relying on formal awards. Remember, almost anything can provide meaningful recognition if it is *sincere*, *specific*, *timely*, and *creative*. And, the more you know about a colleague's interests and preferences, the better you will be able to ensure that your recognition gesture will REALLY be appreciated. Keep this list handy to help you remember that recognizing and appreciating your colleagues should be a habit that you keep up throughout the year. Make it your priority to help create a **culture of recognition!**

- Give a handwritten 'thank you' note or card. It adds a personal touch.
- Include 'kudos' as an agenda item in staff meetings.

- Leave a flower, balloon, or chocolate and a note of thanks on a desk or chair.
- Send an e-mail congratulations on a job well done (copy to supervisor if from peer or not in your team).
- Use Word software to create a fun/interesting certificate of appreciation.
- Make or buy your colleague's favorite food and bring it in to work.
- Send an electronic thank you card—many have movement and sound to add fun.
- Create a recognition board to display 'thank you' notes from clients and co-workers.
- Offer to do your colleague's most unpleasant task for a day to say 'thanks.'
- Plan a surprise party to celebrate a special achievement.
- Make a banner of appreciation to hang in the work area.
- Greet your colleagues by name and take a few minutes to see how they are doing.
- Write a newsletter/newspaper article describing a special achievement.
- Take out an advertisement to thank colleagues, including names and/or pictures.
- Give a memento (pen, cup) with a school/department logo to commemorate an achievement.
- Make personalized note pads with your colleague's name on them.
- Ask for a colleague's opinion or ideas on a project or to help implement a new process.
- Say a simple, sincere 'thank you.'
- Set up a flip chart in a common use area to record 'thank you's' — legit graffiti.
- Create a picture poster of a colleague or group to celebrate an accomplishment.

- Create a thank you 'traveling trophy' that can be passed from colleague to colleague.
- Wash a colleague's car in the parking lot at lunch.
- Write several 'thank you's' on post-its and hide them among the work on his or her desk.
- Make a contribution to the colleague's favorite charity in his or her name.
- Create a display arrangement (streamers, stars, flowers, figurines) for a special occasion.
- Give an inspirational poster to a deserving colleague who can put it up in his or her office.
- Recognize and thank colleagues who set the example by regularly recognizing others.
- Pass on positive remarks you hear about a colleague to that person as soon as possible.
- Give a book by the colleague's favorite (professional) author.