Service Recognition Program for Fiscal Year 2012

Purpose: Western recognizes that State Classified employee retention is highly valuable for effectively and efficiently meeting our goals. Further, strong employee morale improves customer service and fosters innovation. A recognition program progressively rewarding years of State service reinforces both of these purposes.

Development: The President's Cabinet charged an ad hoc committee of Classified employees to work with the Human Resources staff to develop a program to fulfill the purpose (defined above) for fiscal year 2012, and in compliance with the State Classified rules. The committee worked together and proposed the following program, which Western's President has approved.

Eligibility: All active Certified and Trial Service State Classified employees at Western State College of Colorado with at least one year of State service as of July 1, 2011 and whose latest performance evaluation is Successful , or better.

Recognition Program:

a) Non-base building cash awards based on years of State service.
b) Value of award[1] for years of service according to the following time bands:

Years of State Service	Award[1]	Projected # People	Projected Cost/Band
1-2	$ 50	14	$ 700
3-5	$ 100	14	$ 1,400
6-10	$ 200	10	$ 2,000
11-15	$ 325	7	$ 2,275
16-20	$ 450	3	$ 1,350
21-25	$ 575	4	$ 2,300
26 +	$ 650	5	$ 3,250

c) Western State College of Colorado has a budget for this program for fiscal year 2012.

Payment: One time, lump sum payment in a regular payroll in fiscal year 2012, subject to taxation.

Communication Plan: Introductory communication prior to July 1, 2011 from Western's President thanking Classified employees for their work and describing the program's purpose and development in general terms, indicating that Western has submitted a program to the State Division of Human Resources for approval. Second communication describing the details of the approved plan distributed to State Classified employees immediately upon approval by the State Division of Human Resources. Both e-mail and bulletin board copies of communications will be distributed. For the remainder of the fiscal year 2012, the program will be posted continuously on Western's Human Resources web pages for current employees.

[1] Amount of these awards calculated by multiplying the middle year of each "years of service" band by $25 (except the 1-2 year & 26+ bands).