Request to Establish Employee Award or Recognition Program

For information on establishing an award refer to information on the following HR website:

http://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html

Once form is completed, submit it to Human Resources using this link:
https://vthr.teamdynamix.com/TDClient/1820/Portal/Requests/ServiceDet?ID=48448

Program Information

Award Program Title:		
College/VP Area (Sr. Management Area):	Sr. Management Code:	Total Projected Cost:

Participating Departments (Include Department Name and Number)

- ☐ University-wide participation
- ☐ All Departments within College/VP area will participate
- ☐ Participation will be limited to the following Departments (list these below or attach list):

_____ _____ _____

_____ _____ _____

_____ _____ _____

Brief Description of Program and Objectives:

Funding Source: ☐ E&G ☐ Auxiliary ☐ Extension ☐ Foundation

☐ Sponsored (fund #) _____

Eligible Employees (Check all that are eligible):

☐ Classified & University Staff ☐ A/P Faculty ☐ Instructional Faculty

☐ T&R Faculty ☐ Hourly Wage ☐ Wage/Adjunct Faculty (P14)

☐ Other _____

Award Program Schedule: ☐ One-time ☐ Annual ☐ Other (specify) _____

Describe eligibility criteria, nomination and selection process, how program will be communicated:

Type of Award

Please check all that apply:

☐ Monetary Award (Classified/University Staff & Faculty)

_____ Number of Employees to Receive Award

_____ Award Amount per Employee

☐ Non-Monetary Award (Classified/University Staff & Faculty)

_____ Number of Employees to Receive Award

_____ Estimated Cost per Award

Describe type(s) of non-monetary awards to be distributed:

☐ Recognition Leave (Salaried Classified/University Staff Only)

_____ Number of Employees to Receive Award

_____ Number of Hours to be Awarded per Employee

☐ Recognition Event (Briefly Describe Type of Event) Estimated Cost of Event: _____

Human Resources Use:

☐ *The above award has been determined to be non-discretionary under the Fair Labor Standards Act and will be subject to a re-calculation of any over-time earned during the award period.*

Approvals: The Program proposal should be sent to Human Resources for review prior to Executive Vice President and Provost or Executive Vice President and Chief Operations Officer approval. After review, Human Resources will route the form to the appropriate offices. Please note that the President's approval is required for a university-wide award program, and Office of Sponsored Programs approval is required for any programs using sponsored funds.

Requested by			
Print Name	Signature	Date	
Dean/Vice President			
Print Name	Signature	Date	
EVP & Provost/ EVP & COO			
Print Name	Signature	Date	
Office of Sponsored Programs			
Print Name	Signature	Date	
President			
Print Name	Signature	Date	

Administrative Reviews:			
Human Resources:	Controller's Office:	Program Reference Number:	Approval Date: