Rewarding & Recognizing Employees

The Ten Best Ways to Reward Good Work

1. Money
2. Recognition
3. Time Off
4. A piece of the action
5. Favorite work
6. Advancement
7. Freedom
8. Personal growth
9. Fun
10. Prizes

-Micheal LeBoeuf,
The Greatest Management Principle in the World
Rewarding and Recognizing Employees

Reward #1  Money
- Give raises (equity, retention & reflection of work performed)
- Reclass or Promote (equity, retention & reflection of work performed)
- Give bonuses (Up to $200 in state funds per employee per year can be awarded for recognition purposes)
- Pay the same salary but decrease FTE

Reward #2  Recognition
- Nominate for awards
- Give Awards
- Extend personal congratulations for a job well done
- Write personal note or letter of thanks (particularly from Deans & Chairs) and place in personnel file
- Recognize individuals/teams at staff meetings or publicly in other ways
- Hold meetings to celebrate successes
- Throw parties for special events (ie, Service Awards, Goodbyes, Accomplishments, Awards)

Reward #3  Time Off
- Professional Staff can be given up to 6 days discretionary leave off on an annual basis
- Flex time (working core hours and work 8 hours/day but come in from 8 – 8:30 and leave from 4 – 4:30; not appropriate for all jobs)
- Telecommute Days (not appropriate for all jobs)
- Alternative Work Schedules (9/80s and 4/10s)
- Release time for classes (as viable)

Reward #4  A piece of the action
- Ask staff their opinions and ideas – individually and in meetings

“Tell people up front that you are going to let them know how they are doing.
- Praise people immediately
- Tell people what they did right – be specific
- Tell people how good you feel about what they did right and how it helps the organization and the other people who work there.
- Encourage them to do more of the same.”

-Kenneth Blanchard & Spencer Johnson, Adapted from The One Minute Manager
Rewarding and Recognizing Employees

“Continuous, supportive communication from managers, supervisors and associates is too often underemphasized. It is a major, major motivator.”

-Jim Moultrup, Consultant, Management

“When I started visiting the plants and meeting with employees, what was reassuring was the tremendous, positive energy in our conversations. One man said he’d been with Ford for twenty-five years and hated every minute of it—until he was asked for his opinion. He said that question transformed his job.”

-Donald Petersen, President and CEO, Ford Motor Company

- Encourage their feedback
- Have staff participate on committees and in meetings
- Recommend individuals to others as a resource or subject matter expert (sme)
- Assign staff projects which draw on their ideas & creativity
- Have staff committees plan celebrations & holiday events
- Listen (be available & accessible to staff)

Reward #5  Favorite work

- Recognize staff’s talents when assigning work projects
- Let staff cross train on other functions
- Assign staff to do some committee work
- Rotate interesting projects among staff
- Allow for some expansion of job duties (not necessarily an increase in complexity – which could lead to a reclass) which may break the monotony of a position and lead to greater job satisfaction

Reward #6  Advancement

- Reclassify positions as appropriate
- Provide tools and growth so that staff can advance
- Talk to staff about their career goals and try to incorporate some into the job as appropriate and relevant
- Empower staff to make decisions about their jobs and allow them to grow

Reward #7  Freedom

- Allow for flexibility in work hours (staff should work core hours and 8 hours/day but come in from 8 – 8:30 and leave from 4 – 4:30). This may not be appropriate for all jobs
- Allow for freedom to work independently (not micromanaged)
- Understand that there are many different ways to accomplish tasks and allow for individual
differences/creativity (focus on your expectations for the final outcome and timelines)

**Reward #8  Personal growth**

- Discuss personal career goals and ways to incorporate into job as viable
- Provide opportunities for formal training (through available courses, workshops, seminars)
- Provide in-house training, and cross training opportunities
- Discuss periodically new directions staff may want to take and ways they would like to grow and contribute creatively

**Reward #9  Fun**

- Provide lunches (pizza)
- Have other food items at meetings, or for little gatherings (10 minutes):
  - Ice Cream Socials
  - Doughnuts
  - Bagels
  - Cake
- Throw parties (*for goodbyes, to celebrate service awards, for Staff Appreciation Day, etc.*)
- Provide opportunities to laugh and socialize

**Reward #10 Prizes**

- Fun inexpensive prizes related to holidays are fun
- Contests for teams or individuals who are working on finishing major projects, or eliminating backlogs
- Lunch with someone in leadership position