

Facilities & Operations Compensation Philosophy

Philosophy

Facilities and Operation's Total Rewards Philosophy is to provide a package including: competitive direct compensation, benefits, employee resources and programs that promote career development, a safe work environment, healthy lifestyles and work-life balance for high performing staff members and teams.

Facilities & Operations encourages a team-oriented environment where diversity and employee input are valued; employees are empowered, trusted and respected. Accountability to uphold this Philosophy is shared at all levels, making Facilities and Operations an exemplary and desirable workplace.

Rewards & Recognition Programs

Recognition can be given in a number of ways. If done well, recognition impacts employee morale, commitment, job satisfaction, and performance.

Formal programs include non-monetary, nominal value rewards, and lump sum bonuses. These types of programs are not intended to replace informal or spontaneous recognition that should and does take place everyday through saying "Thank you" or providing complimentary feedback. These types of recognition are integral parts of a supervisor/managers roles and responsibilities.

Purpose

- Recognize employee contributions in a timely and effective manner – planned and immediate
- Motivate and recognize superior performance and efforts
- Provide flexible ways to acknowledge a diverse group of employees
- Provide manager, employee, and colleague initiated recognition
- Recognize and encourage positive behaviors, accomplishments, and achievements that benefit the department and/or overall organization and exemplify B&F core values (<http://www.bf.umich.edu/strategicframework.html>)

Programs

Recognition/Nominal Value Awards

Eligibility/Criteria:

All active employees of Facilities & Operations are encouraged to recognize the achievements of their colleagues. You do not have to work in the same unit or department to initiate or receive recognition.

Total amounts for non-monetary/nominal value awards shall not exceed \$25 in value per award, and \$50/person per calendar year. Plant Operations employees should utilize the CARE program for this type of recognition. Please see the Plant website for details: <http://www.plantops.umich.edu/director/CARE/>

Non-Monetary (No approval required)

- Informal, day to day recognition
- Thank you notes/emails
- Recognition of a job well done at team/staff meetings
- Manager can volunteer to do your employee's least liked task for a day
- Recognition in newsletters
- Certificate or letter from higher level
- Rotating awards

Nominal Value (Approval process at Executive Director level)

- Gift cards (gas card/movie card/department store/coffee shop)
- Other types currently being used within BF/University of Michigan

Procedure for Establishing or Requesting Awards:

- 1) Unit determines specific gift cards needed (number, amount, vendors, etc.) and provides a list to FO-HR office
- 2) FO-HR office purchases gift cards and gives them to unit
- 3) Unit manages recognition program throughout the year, within established guidelines and processes
- 4) Units maintain a log of awards. Awardees must sign off on receipt of gift card
- 5) Executive Director signs the log and sends it to FO-HR twice a year (July 1st and January 2nd)
- 6) List of recipients is posted on F&O website

Recognition Program Awards **(non-bargained for only)**

Eligibility/Criteria:

All active, non-bargained-for employees within Facilities & Operations are eligible. Performance plans must have been established for the time period being rewarded.

The Recognition Program will provide awards at two levels. The level selected should reflect the complexity and nature of the accomplishment. Awards are intended to recognize contributions within the past twelve months (fiscal year), with the exception of project related awards, which may be requested upon project completion.

Level 1: \$500 - \$2000

(approx. 15% of population)

Level 2: \$2000 - \$5000

(approx. 5% of population)

Nomination Criteria:

- 1) Exceptional Job Performance
 - a. Sustained outstanding performance above and beyond standard job requirements

- 2) Managing People
 - a. Demonstrated strong management skills by providing a positive working environment. Able to motivate people to perform at the highest level. Demonstrates fair handling of employee issues that is consistent with University policies.

- 3) Customer Service
 - a. Extraordinary achievement or contribution requiring maximum effort that significantly impacted customer service and productivity that is not likely to be repeated

- 4) Special Projects
 - a. Cost savings/efficiencies
 - b. Special committees
 - c. Substantial major project completion

NOTE: For all team awards it is recommended that all awards are equally distributed between team members.

Recognition Award Nomination Process:

- 1) Unit designee completes “Recognition Program Nomination Form“
- 2) Attach Performance Plans/Review documents for employee/team
- 3) Form is submitted to the Executive Director’s Office for approval and signature
- 4) Executive Director’s Office submits form to FO-HR. Executive Director is the **only** one authorized to make this commitment
- 5) Executive Director should maintain and submit the “Award Tracking” spreadsheet to FO-HR twice a year (July 1st and January 2nd). Tracking is the responsibility of the Executive Director and one designee
- 6) FO-HR will process the request and notify Executive Director’s office
- 7) FO-HR will provide the Associate VP for Facilities and Operations with a report quarterly