This document identifies the general parameters for granting Non-Cash Awards to UC Davis Health System staff.

PURPOSE

The purpose of the award is to:

- Provide a visible way to recognize an employee, acknowledge an employee’s length of service, recognize an employee’s retirement, or as an expression of sympathy.

ELIGIBILITY

All academic and staff employees are eligible for this program.

PROCEDURAL GUIDELINES

Work-related Awards

Recognition, length of service, and retirement non-cash awards (including MasterCard gift cards, but excluding individual vendor gift cards) must be awarded as part of a meaningful ceremony and should not be determined based on an employee’s classification and must conform to the following:

1. Employee Recognition

   An employee’s noteworthy work-related accomplishment may be acknowledged by the presentation of an item of tangible personal property of minimal value such as flowers, fruit, a book or similar item; a ticket for a sporting or cultural event; a plaque; or a nonnegotiable gift certificate. Only nonnegotiable gift certificates qualify as non-cash awards.

   A one-month parking permit or transit pass may be presented as an employee recognition award.

   Employee recognition awards with a value in excess of $75 require exceptional approval.

   Employee recognition awards are meant to be occasional and therefore must be presented to an employee on an infrequent basis.

2. Length of Service

   An item of tangible personal property may be presented to an employee for length of service contributions to the University. Such awards are subject to the following:

   The award must be given for length of service achievement.

   The recipient must have completed at least five years of service; and

   The recipient must not have received a similar gift in any of the prior four years.

   A length of service award valued at up to $400 is allowable.

3. Retirement

   An item of tangible personal property may be presented to an employee upon his or her retirement. The award may be valued up to $400.
4. Sympathy Gifts

Gifts of tangible personal property, such as flowers, may be presented as an expression of sympathy in the event of the death or major illness or an employee or a member of the employee’s family or household. The cost of such gifts is limited to $75, unless exceptional approval is obtained.

UNALLOWABLE AWARDS

Any award that would be taxable is not allowable. Examples of unallowable awards include the following:

- Cash or negotiable gift certificates
- Parking permits in excess of $220
- Transit passes in excess of $115
- Length of service or retirement awards in excess of $400
- Recreation memberships
- Season tickets to sporting or cultural events

APPROVALS

Department Managers/Chairs have the authority to approve requests to reimburse expenses for employee non-cash awards and sympathy cards. A Form U242-1, Signature Authorization or Cancellation Form, an equivalent form, or an electronic record must be on file for individuals who have been delegated this authority.

ADDITIONAL INFORMATION

Please refer to Business and Finance Bulletin G-41, Employee Non-Cash Awards for more detailed information.