

# EMPLOYEE NON-CASH AWARDS

## FINANCIAL & ADMINISTRATIVE SERVICES OFFICE OF THE SENIOR VICE CHANCELLOR

### GUIDELINES FOR REQUESTING ADVANCE EXCEPTIONAL APPROVAL

**Non-Cash Award Definition:** 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.

**STEP 1.** Determine appropriate funding source for non-cash award(s)

**STEP 2.** Determine necessary approvals

**STEP 3.** Request pre-approvals when planning for award(s)

**STEP 4.** Submit appropriate forms for exceptional approval, as needed<sup>1</sup>

**STEP 5.** Submit check request for final approval

Please refer to UC Business & Finance Bulletin G-41, Employee Non-Cash Awards: <http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>

### GUIDELINES

TYPE	AUTHORIZED AWARDS	STATE FUND RESTRICTIONS	APPROVALS
<u>Allowable Awards</u>			
Work Related Employee Recognition  <i>Note: this Bulletin does not apply to professional development program awards or Incentive Award Program</i>	Tangible personal property, i.e. flowers, fruit, a book or similar item; a ticket for a sporting or cultural event; a plaque; a nonnegotiable gift certificate; a one-month parking permit or transit pass.	General Funds (199XX) and non-state (e.g. endowments, gifts, etc) may be used and subject to any restrictions on the funds. <b>Employee recognition awards with a value in excess of \$75 require exceptional approval</b>	Dept. Head  <b>Exceptional Approval:</b> <sup>1</sup> Chancellor, Vice Chancellors, Deans, and Medical Center CEO
Length of Service	An item of tangible personal property may be presented subject to the following limitations: <ul style="list-style-type: none"> <li>Award given for length of service achievement</li> <li>Recipient completed at least five years of service</li> <li>Recipient must not have received a similar gift in any of the prior four years.</li> </ul>	General Funds (199XX) and non-state (e.g. endowments, gifts, etc) may be used and subject to any restrictions on the funds. Expenses not to exceed \$400. <b>An award for more than \$400 is not allowable</b>	Dept. Head
Retirement	An item of tangible personal property may be presented to an employee upon his or her retirement.		
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 of an employee or a member of the employee's family or household.	General Funds (199XX) and non-state (e.g. endowments, gifts, etc) may be used and subject to any restrictions on the funds. <b>The cost for such gifts is limited to \$75, unless exceptional approval is obtained.</b>	Dept. Head  <b>Exceptional Approval:</b> <sup>1</sup> Chancellor, Vice Chancellors, Deans, and Medical Center CEO
<u>Unallowable Awards</u>			
Any award that would be taxable is not allowable. Expenses for such awards cannot be reimbursed from any fund source or approved as an exception to this policy. <b>Examples of unallowable awards include:</b>			
<ul style="list-style-type: none"> <li>Cash or negotiable gift certificates</li> <li>Length of service or retirement awards in excess of \$400</li> </ul>	<ul style="list-style-type: none"> <li>Parking permits in excess of \$175</li> <li>Recreation memberships</li> </ul>	<ul style="list-style-type: none"> <li>Transit passes in excess of \$65</li> <li>Season tickets to sporting or cultural events</li> </ul>	

**Footnote:** <sup>1</sup> Exceptions are awards in excess of policy limits which result in tax treatments for the award recipient. 30-days prior to making commitment for award, pre-approval for exception to policy must be obtained from Department Head prior to forwarding to the Senior Vice Chancellor.  
Rev.11/10