



## JOB AIDS AND RESOURCES

### Rewards and Recognition – Implementation Guidelines

The guidelines for implementing a Rewards and Recognition policy include:

- Each agency must develop, adopt and post a written policy.
- The Rewards and Recognition policy must be submitted to the Department of State Civil Service for approval by the SCS Commission prior to implementation.
- The policy must state the specific work-related requirements for the reward, yet be simple and concise enough to ensure consistency in implementation and compliance.
- The achievements to be rewarded, as detailed in the policy, should be measurable and the amount of the reward should adequately correspond with the value of the achievement.
- The names of recipients and the amounts must be posted at the agency.
- Agencies must submit an annual report by July 31 to the Department of State Civil Service detailing payments made to employees under this policy.

Awarding gift cards or gift certificates to employees is allowable. However, these rewards are considered monetary, and as such, are taxable. Per the Office of Statewide Accounting:

**NOTE:** Gift cards and gift certificates fall under the category of cash and cash equivalent fringe benefits, so they should be considered cash and are taxable. For LaGov HCM paid agencies, when entering gift card or gift certificate amounts, the following actions should be used: one-time payment (IT0015) with a wage type of 0112 TxbICash Other.