**Recognition and Rewards Program IT/PPS No. 04.04
 Issue No. 11
 Effective Date: 03/02/2023
 Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Vice President for Information Technology**

**POLICY STATEMENT**

Texas State University is committed to providing recognition to units and individuals who serve the university and contribute to fulfilling its mission.

**01. SCOPE**

* 1. This policy outlines the Division of Information Technology (IT) recognition and rewards program for departmental awards and the rules governing the program.

**02. PROCEDURES FOR UNIT AWARDS**

02.01 Unit awards are a formal means to recognize and celebrate individual and team contributions that enable the Division of IT to fulfill its mission.

02.02 Award programs are managed by the unit. The vice president provides budgetary support, review, and approval for the awards.

02.03 Awards are presented annually at the unit award ceremony. All awards must be approved prior to the award ceremony.

02.04 Members of the IT Council are not eligible for individual awards.

02.05 The vice president, associate, and assistant vice presidents, or equivalent, are not eligible to submit nominations.

02.06 Staff are encouraged to submit nominations to other university awards programs (e.g., Quarterly Team Award and Employee of the Month).

**03. BRAVO AWARDS PROCEDURES**

03.01 BRAVOs are informal recognitions from one IT Division employee to another.

03.02 BRAVOs may be sent at any time and for any reason.

03.03 Any Division of IT employee or student employee may receive a BRAVO.

03.04 BRAVOs may be sent electronically via the official [BRAVO site](https://bravo.vpit.txstate.edu/).

03.05 A prize drawing will be held monthly, and winner information will be circulated to all regular Division of IT staff via the IT Community Staff Development Team.

03.06 Those eligible for the drawing include everyone who has received a BRAVO during the award period.

03.07 Prize recipients may select their prize from a list of university-supporting items or events. Each prize has a maximum value of $50.

**04. OUTSTANDING PERFORMANCE AWARDS**

04.01 Outstanding Performance Awards may be granted to employees who show strong commitment to job responsibilities, the primary goals of the division, and the goals of the university.

04.02 Outstanding Performance Awards funding is managed by the division vice president to whom requests for performance award funds are made.

04.03 With department head approval, and concurrence by the vice president, employees may receive paid leave as part of an outstanding performance award, per [UPPS No. 04.04.30](https://policies.txstate.edu/university-policies/04-04-30.html), University Leave Policy, Section 11.01. Leave awarded through an outstanding performance award will expire one year after being granted. Should the award recipient leave the university, they will not be compensated for the time awarded.

**05. REVIEWERS OF THIS PPS**

05.01 Reviewers of this PPS include the following:

Position Date

Special Assistant to the March 1 EY

Vice President for Information

Technology

Associate Vice President, March 1 EY
Information Technology Assistance

Center

Director, March 1 EY
Information Technology Business

Operations/Services

Director, March 1 EY

Information Technology Business

Operations/Finance

Associate Vice President, March 1 EY

Technology Innovation Office

Associate Vice President, March 1 EY
Technology Resources

Chief Information Security Officer March 1 EY

Executive Assistant, Information March 1 EY

Technology

Vice President for Information March 1 EY

Technology

**06. CERTIFICATION STATEMENT**

This PPS has been reviewed by the following individual in their official capacity and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Vice President for Information Technology; senior reviewer of this PPS