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1 PURPOSE

- 1.1 This policy outlines the opportunities available to recognise and reward employees for their contribution, dedication, and service to CQUniversity.

2 SCOPE

- 2.1 This policy applies to all CQUniversity employees.
- 2.2 This policy does not apply to contractors, students, visitors, or other unpaid positions at the University.

3 POLICY STATEMENT

- 3.1 The University strongly supports its employees to achieve and maintain an effective level of performance at work.
- 3.2 This policy provides a framework for both informal and formal mechanisms to recognise and reward employees for exceptional work performance, service, and contribution to the achievements of the University's goals and strategic initiatives.
- 3.3 Recognition and reward is underpinned by the University's performance review, planning and development activities undertaken through the Performance Enhancement Program (PEP).

Informal recognition

Cross organisational feedback

- 3.4 Employees are encouraged to provide feedback to their colleagues to recognise the positive contributions everyone makes in the workplace. Colleagues may include peer employees, supervisors, line managers or teams. Feedback is encouraged both multi-directionally and cross-organisationally.
- 3.5 The University encourages informal recognition through the following mechanisms:

- Thanks a Million Cards – may be used as a tangible handwritten token to individual employees or teams deserving of recognition, particularly those embodying the University values.
- Giving Kudos – Kudos in the University’s Human Resource Management System (EMPower) is a way of giving praise, honouring or crediting someone for a job well done. Employees can give Kudos to any other University employee and Kudos will be visible by all employees against the individual’s Employee Profile. Refer to the [EMPower User Reference Guide](#) for instructions on giving Kudos.

Business area initiatives

- 3.6 The University further encourages informal recognition initiatives at the discretion of heads of business areas, in line with the University’s [Communication Charter](#) and relevant policy documents.

Formal recognition

- 3.7 Formal recognition is awarded to acknowledge excellence, outstanding contributions, commitment and dedication, and service to the University. Awards are presented according to the relevant policy document, and are available across educators, researchers, and professional employees.

Excellence in Research Higher Degree Supervision Awards

- 3.8 The [Award for Excellence in Research Higher Degree \(RHD\) Supervision](#) reflects the University’s commitment to achieving and acknowledging outstanding supervision, mentoring, and training of RHD candidates in alignment with the University’s vision and strategic goals. This award applies to RHD supervisors and relevant administrators and is awarded annually.

Outstanding Researchers Awards

- 3.9 The [Awards for Outstanding Researchers](#) recognise and reward researchers who have demonstrated exceptional and sustained research performance and leadership which support research activities at the University. This award applies to educators conducting research at the University and is awarded annually.

Recognition of service

- 3.10 [Employee Service Awards](#) are presented in recognition of an employee’s longevity with the University, and an opportunity for the organisation to thank its employees for their continued loyalty and service. These awards are presented annually to continuing and fixed-term employees.

Student Voice Awards

- 3.11 [Student Voice Awards](#) recognise unit coordinators whose unit offering has achieved the highest averaged evaluation scores. A student voice award will be awarded to one recipient, individual or teaching team, in each category annually.

Awards for Excellence

- 3.12 The [Vice-Chancellor’s Awards for Excellence](#) recognise and reward outstanding contributions to the University by employees. Contributions include excellence in upholding organisational values and assisting the University to achieve its goals.

Learning and Teaching Awards

- 3.13 The [Vice-Chancellors Awards for Learning and Teaching](#) reward and encourage practices that facilitates improved student learning outcomes and/or the student experience.

Other initiatives

- 3.14 The University utilises a range of performance rewards, learning and development initiatives, and on-the-job career development opportunities to reward employees for exceptional performance. These programs are out of the scope of this policy, but may include academic promotion, Outside Studies Program (OSPRO), secondment and exchange programs and attraction and retention allowances and loadings. Refer to the relevant policy documents for further information.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Academic Promotions Policy and Procedure](#)

[Awards for Excellence in Research Higher Degree Supervision Procedure](#)

[Awards for Outstanding Researchers Procedure](#)

[Communication Charter](#)

[CQUniversity Enterprise Agreement 2017](#)

[Employee Service Award Procedure](#)

[Higher Duties Policy and Procedure](#)

[Outside Studies Program \(OSPRO\) Policy and Procedure](#)

[Secondment and Exchange Procedure](#)

[Student Voice Awards and Commendations Procedure](#)

[Vice-Chancellor's Awards for Excellence Procedure](#)

[Vice-Chancellor's Awards for Learning and Teaching Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
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Administrator	Director People and Culture
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