

## Rewards and Recognition

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### Policy

It is the policy of the State of North Carolina to encourage all state agencies to establish an employee rewards and recognition program as a means of recognizing performance achievements. An employee rewards and recognition program serves as an important element in the overall strategic effort to build and sustain a performance culture in North Carolina state government.

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### Purpose

State government has long recognized that all employees do not perform at the same level. High-performance employees contribute more to the agency's success than employees performing at lower performance levels. The fact that some employees consistently contribute more to the agency's success in reaching its business objectives receives serious attention in a performance culture. An effective rewards and recognition program serves as an important tool for motivating, developing and retaining a high performance workforce.

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### Office of State Human Resources Responsibilities

The Office of State Human Resources will provide guidance to agencies in the design, development and implementation of a customized rewards and recognition program by providing the following services and tools:

- Comprehensive website with tools, inventory of techniques, references, guidelines, funding options, metrics for program evaluation and other materials;
  - Consultation services for recognition coordinators; and
  - A statewide Employee Rewards and Recognition Program.
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## Rewards and Recognition (continued)

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### Agency Responsibilities

Agencies that choose to develop a rewards and recognition program should consider the following activities:

- Seek the involvement and endorsement of organizational leadership;
  - Designate a rewards and recognition coordinator who will champion, organize and lead the initiative, as well as serve as the coordinator for statewide employee recognition programs;
  - Engage work teams to help identify the most effective rewards and recognition elements for the agency;
  - Provide instruction for managers and supervisors about the rewards and recognition program and its relationship to performance management;
  - Adopt a rewards and recognition program that best meets the needs of the agency; and
  - Partner with the Office of State Human Resources to develop a statewide rewards and recognition report by providing information on activities and results.
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**REWARDS AND RECOGNITION  
SUMMARY OF CHANGES**

7-1-07

New policy