



Recognition Programs For Managers

Introduction

Babson College has three strategic goals: to be known as THE educator for entrepreneurship of all kinds; to extend our capabilities to the world; and to ensure a fully sustainable financial model for the College. We believe supporting the College's strategy requires alignment and partnership with Human Resource practices as we work determinedly to retain the best and the brightest supported by our rewards and recognition program. By creating an organizational culture of high performance and drive aligned with the College's strategy, we have created a rewards and recognition philosophy that is agile, engaging, and innovative in order to meet the needs of all of our diverse and multi-talented community members.

Babson College does not want to just be the best, but the ONLY at everything we do. Because of this aspiration, we must continuously assess the rewards and recognition programs to ensure we are offering best in class opportunities for our staff and faculty. Based on research conducted by both the Campus Committee on Compensation and the Campus Committee on Recognition on what makes an organization a top employer of choice as well as considering alignment with the mission of the college, the programs outlined below are being introduced in January of 2016.

New Recognition Programs

Volunteering/Giving Back Day Off

The equivalent of one day per year will be given to benefits-eligible employees to volunteer either with their department or individually. Volunteer work can be defined broadly (e.g., chaperoning a child's field trip, volunteering in the classroom, or donating time to a charity of the employee's choice). This day does not have to be used each year (it is not eligible to be carried over), but is available should the employee choose to use it and the supervisor approves of the timing of the time off. Employees will select the, "Volunteer Day" option for time off when submitting the request in Workday. Employees are not required to put in a reason for their giving back time off, however, if they would like to enter their volunteer activity in the comment box, HR will be able to report the ways that our community is giving back.

This directly ties to the mission of the college that supports giving back and helping others in all we do.

Diversity Referral Bonus

The diversity referral program offers a \$2,500 referral bonus to an employee (cabinet members and hiring managers excluded) who refer a candidate who is hired which contributes to increasing an underrepresented population. The bonus will be paid in increments with the first \$500 paid in the first pay period following the date of hire. The remaining \$2,000 would be paid in the first pay period following six months of successful employment (i.e., average or above average performer).



For the purposes of this program, diversity is defined as underrepresented people of color, veterans, and those who are physically disabled. The areas of underrepresentation will be reviewed and updated each calendar year.

This initiative directly ties to our HR and college values related to diversity.

Spot Recognition (Manager initiated)

As a way to offer timely recognition to employees for their outstanding work, managers will have the ability to offer “spot” recognition valued at \$215 (gross) to their employees. This recognition would be paid out of the HR budget and would be taxed in the same way as all bonuses are taxed. These payments would be communicated to the employee immediately after approval and will be paid in the next pay period following that communication. In order to ensure a spot recognition is approved, the manager submits a request in Workday and it is routed to compensation for review and approval.

1. Search “request one-time payment”
2. Enter effective date, then select employee, and “other” compensation plan
3. Select “spot recognition” reason, and complete any other required information, then submit.

Spot Recognition (Peer-to-Peer)

Any employee can submit a nomination for another employee to receive spot recognition for their outstanding work. Each quarter, the Campus Committee on Recognition will review the nominations and select one winner of \$350 (gross). This spot recognition would be funded from the HR budget and would be taxed in the same way as all bonuses are taxed. These payments would be communicated to the employee immediately by the nominator (after the nominator is notified by HR and HR has verified with the direct manager of the impacted employee) and will be paid in the next pay period following that communication. Both the winners and nominees will be highlighted on the recognition website. [Submit a nomination for spot recognition today!](#)

This initiative is in response to requests for peer-to-peer recognition.