



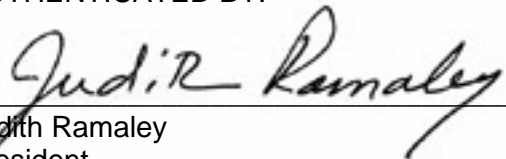
Winona State University

Distribution of Achievement Awards for Classified Staff

1. PURPOSE: To establish the method used to distribute Achievement Awards for classified employees covered by the MAPE, MMA, MNA bargaining agreements and the Commissioners Plan. Achievement Awards exist to compensate employees for meritorious performance.
2. Eligibility:
 - A. Each bargaining agreement allows for a percentage of current employees to receive achievement awards
 - B. The position must have been authorized the beginning of the fiscal year.
3. Criteria:
 - A. Increases will be awarded within a results-oriented management or standards of performance system.
 - B. Awards will be administered in a manner that will encourage and recognize excellence among employees.
 - C. Granting of Achievement Awards is based on the funding being available.
4. Procedure:
 - A. In February Human Resources will provide the President's Cabinet with a roster of individuals eligible for achievement awards.
 - B. Cabinet members will make recommendations for awards within their area after conferring with appropriate supervisors regarding employee's performance.
 - C. After conferring with the Cabinet, The President will make the final decision by April 15.
 - D. The President will notify Human Resources of the final decision. The Human Resources Office will process increases and prepare notification for the appropriate Cabinet Member's signature.

This WSU Regulation supersedes WSU Regulation 5-11, dated September 13, 2006.

AUTHENTICATED BY:



Judith Ramaley
President

September 17, 2008

Date of Adoption

Authoritative References:

Regulation 5-11

[Minnesota Association of Professional Employees \(MAPE\) Agreement](#)

[Minnesota Management & Budget/Middle Management Association Agreement \(MMA\)](#)

[Minnesota Nursing Association](#)

[Commissioner's Plan](#)

President

Initial Date of Adoption: 8/18/88

Date of Revisions: 9/13/06, 9/17/08