

## Non-Cash Award Types

	Length of Service	Recognition	Retirement	Sympathy	Incentive Prizes
<b>Recipient Requirement</b>	<ul style="list-style-type: none"> <li>• Must be given as part of a meaningful ceremony</li> <li>• Must have contributed at least five years of service to UCSD</li> <li>• Cannot have received a similar award in the four years prior to receiving the length-of-service award</li> <li>• Must be based on service and not the employee's classification</li> </ul>	<ul style="list-style-type: none"> <li>• Must be awarded as part of an established recognition program with objective award criteria</li> <li>• Must be awarded on a nondiscriminatory basis</li> <li>• Cannot exceed 3 awards per year</li> </ul>	<ul style="list-style-type: none"> <li>• Must be based on service and not the employee's classification</li> <li>• Must be given as part of a meaningful ceremony</li> </ul>	<ul style="list-style-type: none"> <li>• Can be given to an employee or member of an employee's family in the event of a major illness or death</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded as an incentive for employee participation in a raffle, event or survey</li> <li>• Cannot be used to reward an employee for performance</li> </ul>
<b>Dollar Limit</b>	\$400 or less in cost	Cannot exceed \$75 in total for all awards presented in a calendar year per employee	\$400 or less in cost	\$75 or less in value	\$75 or less in value
<b>Exceptions</b>		<ul style="list-style-type: none"> <li>• 1-month parking permit (costing no more than \$250)</li> <li>• 1-month transit pass (costing no more than \$130)</li> </ul>		A cash contribution to a charitable organization not to exceed \$200 can be made in lieu of a tangible gift. The contribution must be accompanied by an official transmittal letter stating the donation was made on behalf of the university	
<b>Funding Sources</b>	<ul style="list-style-type: none"> <li>• State funds</li> <li>• Federal funds: Awards must meet the requirements outlined in OMB Circular A-21 (PDF)</li> <li>• Other funds: Fund guidelines must allow award expenditures. If a fund's guidelines are more restrictive than UCSD policy, then the fund policy prevails.</li> </ul>	<ul style="list-style-type: none"> <li>• State funds</li> <li>• Federal funds: Awards must meet the requirements outlined in OMB Circular A-21 (PDF)</li> <li>• Other funds: Fund guidelines must allow award expenditures. If a fund's guidelines are more restrictive than UCSD policy, then the fund policy prevails.</li> </ul>	<ul style="list-style-type: none"> <li>• State funds</li> <li>• Federal funds: Awards must meet the requirements outlined in OMB Circular A-21 (PDF)</li> <li>• Other funds: Fund guidelines must allow award expenditures. If a fund's guidelines are more restrictive than UCSD policy, then the fund policy prevails.</li> </ul>	Use non-state and non-federal funds. For any non-state or non-federal funds used, the individual fund guidelines must allow prizes and incentive gift expenditures. If a fund's guidelines are more restrictive than UCSD policy, the fund policy prevails	Use non-state and non-federal funds. For any non-state or non-federal funds used, the individual fund guidelines must allow prizes and incentive gift expenditures. If a fund's guidelines are more restrictive than UCSD policy, the fund policy prevails