Routine for recognition, rewards, and gifts

Established by:	Rector	Date:	01.11.2021
Responsible unit:	Department of Organization and Finance	Id:	
Last modified by:	Department of Organization and Finance	Date:	04.11.2021
Replaces:	Guidelines for Recognitions, rewards, and gifts, from 01.08.2013	Archive reference:	2021/4829
Note:	The translations are not official; they are provided for information purposes only. In the event of any inconsistency, the Norwegian version shall prevail.		

Purpose

Attention to employees in connection with various anniversaries, etc.

Scope

This procedure applies to managers at the individual budget units for use in recognizing, rewarding, and gifting employees at various anniversaries.

The procedures are developed according to the State's Personnel Handbook and the regulation to the Tax Act of March 26, 1999.

Definitions

Employment time: Employment at UiT, previously Tromsø University College, Finnmark University College, Narvik University College, and Harstad University College is included in the calculation.

Employment time and leave: Leaves that the employee is entitled to according to law and collective agreement are included in the employment time.

Part-time employees: The rates also apply to part-time employees with less than 15 hours of work per week. However, the procedures do not apply to adjunct position holders.

Expense coverage for employees with external funding: expenses are covered by external funds if the client allows it.

Event: Expenses in connection with any event during the presentation of rewards and gifts are covered up to NOK 2000. This applies when employees leave after more than 10 years of employment, retire, upon employment anniversaries of 20, 40, and 50 years, and at the ages of 50, 60, and 70.

Criteria and rates

1. Retiree on the day of departure	Gift worth NOK 4000,-
2. Leaving after more than ten years of employment at UiT The Arctic University of Norway	Gift worth NOK 2000,-
3. Employed at UiT The Arctic University of Norway for 20/40/50 years	Gift worth NOK 6000,-
4. Birthdays: 50 and 60 years	Gift worth NOK 2500,-

5. Funeral for employees/former employees	Wreath/flowers in accordance with local custom
6. Death in employee's immediate family (e.g., partner, spouse, children)	Flowers up to NOK 800,-
7. Completed doctorate	Gift worth NOK 2000,-
8. Promotion to research and teaching position (exeption for doctorate, see item 7)	Gift/flowers worth NOK 800,-

The specified amount of NOK 2000 is intended to cover all expenses related to anniversaries and other recognitions. Gifts/expenses exceeding the specified amounts must be collected from colleagues if necessary.

There is no provision for paying the amounts in cash. Gift cards can be used, but they must not be redeemable for cash.

Each budget unit must ensure that there is a practice for how gifts and recognitions are administered. The expenses for the purposes are covered within the units' regular budget frameworks.

The Rector may, upon justification from the department, division, union, or others, give recognitions that fall outside these guidelines.

References

State's Personnel Handbook, item 10.9.3

Regulation for the elaboration and implementation, etc., of the Tax Act of March 26, 1999, no. 14, § 5-15-1.