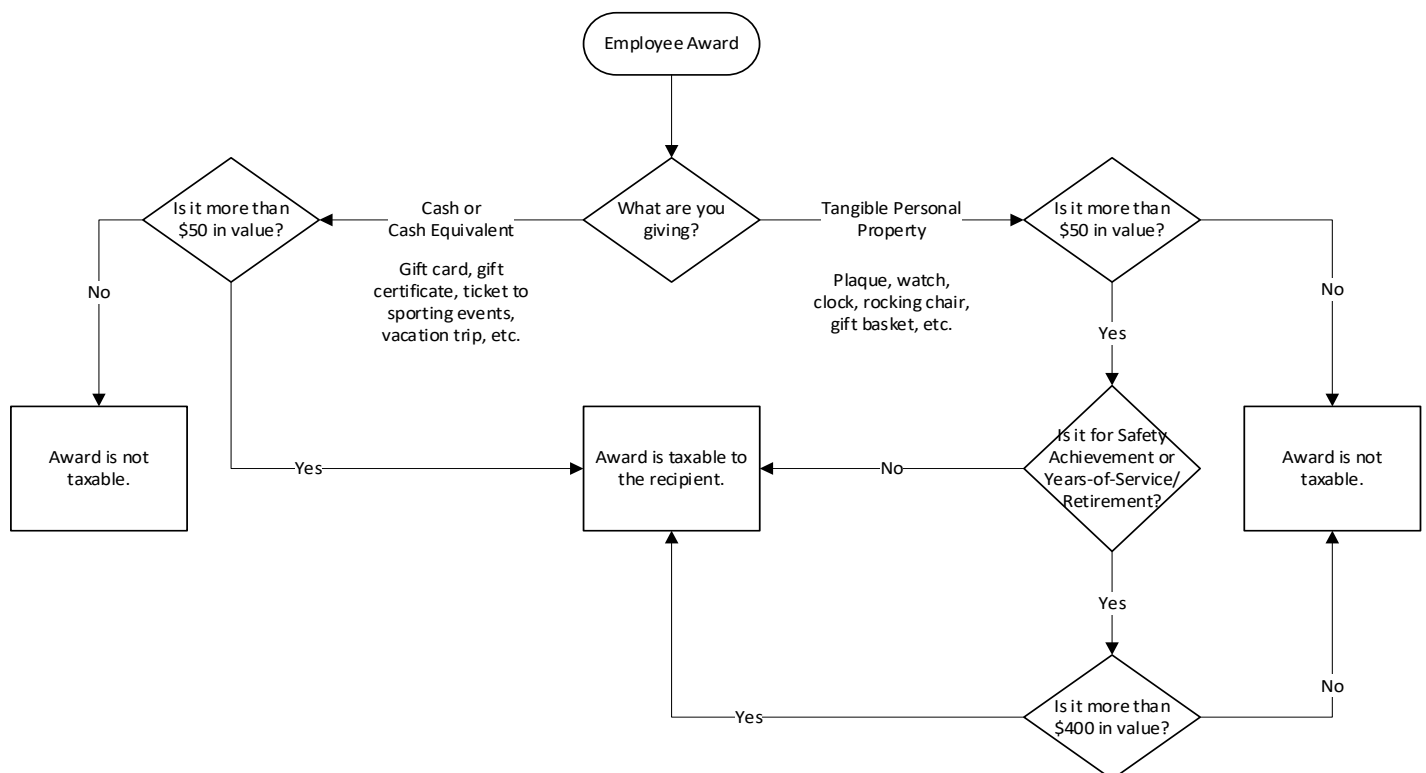


Operating Guidelines for Employee Recognition Awards

University Fiscal Policy: <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/university-fiscal-policy>

These guidelines apply to awards purchased directly or indirectly with university or Foundation funds. If awards are funded by private monies (i.e., out-of-pocket from supervisor, passing the hat among colleagues) and **NOT** reimbursed from university or Foundation funds, these guidelines do not apply.

- Awards of **cash or cash-equivalent** (gift card, gift certificate, ticket to sporting events, vacation trip, etc.) in excess of \$50 are taxable to the recipient. The total value of the award will be reported to the university payroll office for inclusion in the recipient's W-2 taxable income.
- Awards of **tangible personal property** (plaque, watch, clock, rocking chair, gift basket, etc.) in excess of \$50 in value are taxable to the recipient, unless those awards are for safety achievement or years-of-service/retirement (see below). The total value of the award will be reported to the university payroll office for inclusion in the recipient's W-2 taxable income.
- Awards of tangible personal property (plaque, watch, clock, rocking chair, gift basket, etc.) for **safety achievement or for years-of-service/retirement** and in excess of \$400 are taxable to the recipient. The value of the award **in excess** of \$400 will be reported to the university payroll office for inclusion in the recipient's W-2 taxable income.
- An award should be presented in a public or meaningful ceremony (retirement reception, luncheon, special department meeting, etc.)
- Awards should not create a significant likelihood/appearance of disguised pay.
- Awards for years-of-service (not retirement) must be at the five-year mark or later, and every five years thereafter, to be considered for non-taxable status.
- Flowers/plants presented as employee awards are not tangible personal property and are, therefore, not taxable in any circumstance.



Examples (not a comprehensive list):

- Professor Plum is retiring after 30 years of service. At a departmental retirement reception, he is presented with a set of golf clubs worth \$1,000. Taxable amount = \$600. **[Tangible Personal Property. More than \$50. For Retirement. More than \$400. Amount over \$400 is taxable.]**
- Ms. White, office manager, has been working on a special project. The director gives her a \$100 gift certificate to the Duck Store as a Thank You. Taxable amount = \$100. **[Cash Equivalent. More than \$50. Total amount is taxable.]**
- Mr. Mustard, student employee, is graduating soon. His supervisor gives him a \$25 gift card to Qdoba. Taxable amount = \$0. **[Cash Equivalent. Not more than \$50. Not taxable.]**
- Dr. Scarlet is a new professor. As a welcome gift, her department provides a gift basket of Oregon gear and food products worth \$250. Taxable amount = \$250. **[Tangible Personal Property. More than \$50. Not for Safety Achievement or Years-of-Service/Retirement. Total amount is taxable.]**
- Mx. Peacock reduced work-related accidents in their department (Zero Waste Program) by a large margin. The department gives them a plaque (handcrafted from recycled goods) worth \$150. Taxable amount = \$0. **[Tangible Personal Property. More than \$50. For Safety Achievement. Not more than \$400. Not taxable.]**
- Dr. Green is being honored for 25 years of service to the university. She is presented with a \$150 gift certificate to Marché and a necklace worth \$75. Taxable amount = \$150. **[Cash equivalent. More than \$50. Total amount is taxable. Tangible Personal Property. More than \$50. For Years-of-Service. Not more than \$400. Not taxable.]**