# Above and Beyond Program • Guidelines

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<th>Value</th>
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<td>Up to $300.00</td>
<td>All employees (includes temporary employees and seasonals)</td>
<td>Go “one-up” (if you wish to make a nomination, go to your immediate supervisor) and get your department’s budget approval</td>
<td>Email to supervisory chain, up to and including Director, of nominated employee</td>
<td>Please complete the Recognition and Rewards Program Nomination Form prior to giving a reward.</td>
<td>Meaningful rewards are an important part of this program. Your employee is the person best able to let you know what type of reward he/she prefers. Don’t be afraid to ask!</td>
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| Above $300.00      | Standard employees only                  | Go “one-up” (if you wish to make a nomination, go to your immediate supervisor) and get your department’s budget approval + Director approval (Directors need not go “one-up”) | Email to supervisory chain, up to and including Director, of nominated employee | Nomination Form must be submitted to Payroll for proper taxation. | Cash can be used toward:  
  - Massages  
  - Special Gifts  
  - Food  
  - Lift Tickets  
  - Entertainment  
  - Other Items the Employee Wants  
  Gift cards can be for:  
  - Downtown Boulder  
  - Home Improvement  
  - Book Stores  
  - Restaurants  
  - Gift Shops  
  - Theaters  
  - Other Places the Employee Enjoys  
  Items of value can be:  
  - Clothing  
  - Desk & Professional Items  
  - Office Décor  
  - Other Items the Employee Values  
  Paid time off |