

Name of Policy: Employee recognition awards

Policy Number: 3364-25-29

Approving Officer: President

Responsible Agent: Chief Human Resources Officer

Scope: All University of Toledo campuses



Effective date: June 27, 2022

Original effective date: November 19, 2010

<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The university desires to establish program(s) allowing it to recognize exemplary performance of employees.

(B) Purpose of policy

To allow the university to recognize exemplary performance of employees.

(C) Procedure

The Chief HR officer or designee may establish and implement one or more programs for the recognition of exemplary performance of employees. The program must provide details for implementation of the employee recognition program, including but not limited to clearly defined eligibility standards, nomination process, eligible areas of recognition, a clear selection process explaining standards used to choose recipients, amount and type of award(s) available, funding, and any applicable restrictions.

Divisions wishing to establish employee recognition awards must work with the vice president or designee and Human Resources to ensure that the program satisfies these and any other applicable requirements (such as collective bargaining agreements, tax obligations, etc.).

Approved by:

/s/

Gregory C. Postel, M.D.
President

June 27, 2022

Date

Review/Revision Completed by:
Chief Human Resource Officer, Senior
Leadership Team

Policies Superseded by This Policy:

None

Initial effective date: November 19, 2010

Review/revision date: September 13, 2013;
February 15, 2019; March 14, 2019; June 27, 2022

Next review date: June 27, 2025