


<b>Name of Policy:</b> <a href="#">Employee recognition awards</a> <b>Policy Number:</b> 3364-25-29 <b>Approving Officer:</b> Executive VP for Finance and Administration & CFO <b>Responsible Agent:</b> Chief Human Resources Officers <b>Scope:</b> All University of Toledo Campuses		 <b>Effective date:</b> March 31, 2026 <b>Original effective date:</b> November 19, 2010	
<b>Keywords:</b> awards, employee recognition, service			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	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.).

<p><b>Approved by:</b></p> <p><i>/s/</i></p> <hr/> <p>Matthew Schroeder EVP for Finance and Administration &amp; CFO</p> <p><u>March 31, 2026</u> Date</p> <p><b>Review/Revision Completed by:</b></p> <ul style="list-style-type: none"><li>• Chief Human Resources Officer</li><li>• Executive Vice President for Finance and Administration and Chief Financial Officer</li></ul>	<p><b>Policies Superseded by This Policy:</b></p> <p><i>None</i></p> <p><b>Initial effective date:</b> November 19, 2010</p> <p><b>Review/revision date:</b> <i>September 13, 2013;</i> <i>February 15, 2019;</i> <i>March 14, 2019;</i> <i>June 27, 2022</i> <i>June 27, 2025</i> <i>March 31, 2026</i></p> <p><b>Next review date:</b> <i>March 31, 2029</i></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------