


Name of Policy: Employee recognition awards Policy Number: 3364-25-29 Approving Officer: President Responsible Agent: Associate Vice President and Chief Human Resources Officer Scope: All University of Toledo campuses		 Review date: March 14, 2019 Original effective date: November 19, 2010	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" 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 Associate VP and 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 to ensure that the program satisfies these and any other applicable requirements (such as collective bargaining agreements, tax obligations, etc.).

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>March 14, 2019</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-25-29, effective date September 13, 2013</i> <p>Initial effective date: November 19, 2010</p> <p>Review/Revision Date: September 13, 2013; February 15, 2019, March 14, 2019</p> <p>Next review date: March 14, 2022</p>
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