

OIT EMPLOYEE RECOGNITION PROGRAM

(Revised December 2006)

The OIT Employee Recognition Program encourages positive recognition of employees in the performance of their jobs and contributions to the organization. All employees below the Director level are eligible to receive an award. There are four types of awards: Customer Service Award, Operating Unit Appreciation Award, Division Appreciation Award, and CIO Appreciation Award. The process, criteria and awards (both monetary and non-monetary) associated with each one are provided below.

EMPLOYEE RECOGNITION AWARDS

1. Customer Service Award

Criteria:

Demonstration of superior customer service to either an internal or external customer. Customer service awards are designed to recognize and show appreciation for excellent performance or work ethic.

Awards:

This award includes a gift of the employee's choice. They may select from the following: OIT Shirt (Golf or T-Shirt), Chocolate Gift Set, Coffee Gift Set, OIT Tote/ Computer Bag.

Although this gift is not monetary, it is still intended to provide a sense of true appreciation.

Process:

Nominations may come from an individual within the nominee's operating unit or from someone in another part of OIT who would like to recognize the nominee's performance. The Nomination Form must be completed and submitted to the nominee's manager for approval. Upon completion, the form should then be forwarded to OIT Payroll/HR for processing.

An announcement of award recipients will be made through Connections, the OIT newsletter (recipients may also be recognized in OIT-wide department meetings or similar forums). In addition to this announcement, the employee will receive a framed certificate describing the behavior for which the award was granted.

Please see Janice Jordan for selection of gift.

2. Operating Unit Appreciation Award

Amount of Award: \$100-\$400

Initiated by: Manager/Supervisor

Approval required: Manager, Director or AVP

3. Division Appreciation Award

Amount of Award: \$500-\$1,000

Initiated by: Director/Manager

Approval required: Director or AVP

4. CIO Appreciation Award

Amount of Award: \$1,500-\$2,500

Initiated by: Director/ AVP

Approval required: CIO

Criteria:

In general, behavior that merits an award is defined as extraordinary effort outside of an employee's usual scope of responsibility. The duration of the effort, and amount and scope of impact should have a bearing on the caliber (category) of the award. Examples of behavior that should be rewarded include: 1) exhibiting versatility, adaptability and/or willingness to work outside of normal job duties (this could include taking the initiative to step in and temporarily take on the workload of a fellow employee on leave or that of a vacated position, especially without being pushed to do so); 2) suggesting a new or better idea which saves the institution substantial money or results in more efficient operations or services; 3) significant contribution on a highly successful team or project producing outstanding results.

NOTE: These suggestions are not intended to be all-inclusive.

Process:

For all three categories, initial recommendations for awards can come from anyone in the OIT organization. Recommendations should be made to the lowest level Manager/Director who can initiate the desired award. The Nomination Form should be completed and signed as appropriate and given to OIT Payroll/HR for processing.

An announcement of award recipients will be made through Connections, the OIT newsletter (recipients may also be recognized in OIT-wide department meetings or similar forums). In addition to this announcement, the employee will receive a framed certificate describing the behavior for which the award was granted.

A copy of the supporting documentation for all awards will be sent to the OIT Human Resources Department to maintain in the employee's personnel file.

NOTE: All monetary awards are subject to taxes, and will be included as taxable income on the employee's W-2.