



Reward & Recognition Policy

Purpose

The John Glenn College of Public Affairs encourages excellent performance and achievement through the use of recognition and rewards that are creative, flexible, and meaningful. A reward is defined as a one-time cash or non-cash award (for example, event tickets or gift certificates) for significant outstanding performance. Rewards are not adjustments to base salary, supplemental compensation, or variable pay programs such as commissions. This reward and recognition program is not a part of the annual merit compensation process.

The John Glenn College of Public Affairs recognizes all employees that contribute to the good of the college and rewards employees who demonstrate significant performance that “Inspires Citizenship and Develops Leadership.” Teamwork, collaboration, and “going above and beyond” for the good of the entire college are key qualities to be rewarded.

A. Audience

John Glenn College of Public Affairs Faculty & Staff (part time & full time)

B. Policy

Recognition and rewards will be given to John Glenn College Faculty & Staff to promote a positive and meaningful work environment that advances the Glenn College mission and goals.

There is no limit to the number of non-monetary rewards (such as letters of commendation) an employee can receive. All cash and non-cash rewards must be paid through the university’s HR or Fiscal system and will have taxes withheld from the individual’s paycheck as appropriate.

Working condition fringe benefits such as seminar fees, job-related expenses, professional dues, and magazine/journal subscriptions may be provided without treating any part of the payment as income to the employee. De minimis fringe benefits such as meals, occasional tickets to events, gifts of low value and gifts for outstanding performance, illnesses or family crisis may only be provided on an occasional basis and must be in small amounts per the university’s Reward and Recognition Policy (HR 3.15).

In response to the university’s guiding principles, the John Glenn College of Public Affairs has developed the following reward and recognition programs:

Recognition Programs:

- Birthdays
 - Faculty & Staff will receive a birthday card and/or small gift from the College during the month of their birthday.
- Family Life Events
 - Faculty & Staff and/or their families will receive a card and flowers or monetary donation/gift, not to exceed \$100 in the following circumstances:
 - Birth or Adoption of a Child
 - Death of employee, employee's parent, child, sibling, or spouse
- Comings, Goings, and Internal Promotions
 - Faculty & Staff will be recognized at hire and for internal promotions, promotions within the university, and for pursuing professional opportunities outside the university in a college wide Faculty/Staff meeting or in another appropriate venue. At the discretion of the Unit Head and/or Dean, these employees may be recognized with a small gift and social gathering.

Reward Programs:

Each spring semester, faculty and staff who demonstrate significant performance that “Inspires Citizenship and Develops Leadership” will be recognized and rewarded at a college-wide Faculty/Staff meeting or another appropriate venue.

Nominations can be made by Glenn College faculty and staff members or any affiliated supporter of the college. Self-nominations are acceptable. Nominations should be submitted through the following electronic form: <http://glenn.osu.edu/recognition/>. Nominations will be reviewed by a committee composed of 1 faculty, 1 staff, and 1 manager and will be appointed for an academic year by the Dean. Nominations received for R&R Committee members will not be reviewed or eligible for award.

This committee will consult with managers and others as needed to evaluate applications and rank nominees.

- **Friendship 7 Individual Staff Award**
 - Eligibility
 - 1 staff member will be awarded each Spring semester. Exceptions to this will be recommended by the committee and approved by the Dean.
 - Criteria
 - Individuals must embody the values of the Glenn College (Leadership, Citizenship, Public Service, Accountability, Integrity, Support & Collaboration) while going “above and beyond” in a project.
 - “Above and beyond” is defined as providing excellence in a time limited project and can include any activity from supporting large programs to small moments.
 - Submissions will be evaluated and ranked based on the following criteria:
 - Displaying excellence in teamwork;
 - Engaging in College-wide events and activities;
 - Increasing the visibility of JGC outside the College;
 - Furthering the strategic priorities of the Glenn College mission and vision;
 - Being innovative and collaborative; and
 - Promoting the diversity values of the Glenn College.
 - Rewards
 - \$100

- Social Media/Glenn News Announcement
- Certificate of Recognition
- Lunch with the Dean at the expense and discretion of the College

- **Friendship 7 Individual Faculty Award**

- Eligibility
 - 1 faculty member will be awarded each Spring semester. Exceptions to this will be recommended by the committee and approved by the Dean.
- Criteria
 - Individuals must embody the values of the Glenn College (Leadership, Citizenship, Public Service, Accountability, Integrity, Support & Collaboration) while going “above and beyond” in their work.
 - “Above and beyond” is defined as providing excellence in a time limited project and can include any activity from supporting large programs to small moments.
 - Submissions will be evaluated and ranked based on the following criteria:
 - Displaying excellence in teamwork;
 - Engaging in College-wide events and activities;
 - Increasing the visibility of JGC outside the College;
 - Furthering the strategic priorities of the Glenn College mission and vision;
 - Being innovative and collaborative; and
 - Promoting the diversity values of the Glenn College.
- Rewards
 - \$100
 - Social Media/Glenn News Announcement
 - Certificate of Recognition
 - Lunch with the Dean at the expense and discretion of the College

- **Discovery Crew Team Award**

- Eligibility
 - 1 team will be awarded each Spring semester. Exceptions to this will be recommended by the committee and approved by the Dean.
 - Teams must consist of two or more Glenn College staff and/or faculty members working internally in the college.
- Criteria
 - Teams must embody the values of the Glenn College (Leadership, Citizenship, Public Service, Accountability, Integrity, Support & Collaboration) while coming together to accomplish something that can only be achieved as a team. This includes work solely within the JGC as well as serving as an ambassador with non-JGC stakeholders.
 - Submissions will be evaluated and ranked based on the following criteria:
 - Displaying excellence in teamwork;
 - Increasing the visibility of JGC outside the college;
 - Furthering the strategic priorities of the Glenn College mission and vision;
 - Being innovative and collaborative; and
 - Promoting the diversity values of the Glenn College.
- Rewards
 - \$100 for each Glenn College faculty & staff member (full or part-time)
 - Certificate of Recognition for each Glenn College faculty & staff member (full or part-time)
 - Social Media/Glenn News Announcement
 - Lunch with the Dean at the expense and discretion of the college

C. Policy Contact

Brittany Miller, Assistant to the Deans

Updated 10/2/17 R&R Committee