OESO Employee Recognition Program

Program Overview

The Occupational and Environmental Safety Office (OESO) invites members of the department and those of the Duke Community to participate in the OESO Employee Recognition Program. This program highlights contributions of OESO staff members who perform exemplary work.

Program Objectives

The intention of the OESO Employee Recognition Program is to recognize and reinforce outstanding work performed. Recognition of outstanding work done by OESO staff not only rewards staff for excellent performance, but also creates a culture of excellence by setting the standard for expected performance within OESO/The Duke Community. Recognition can also improve department morale and loyalty, and foster increased job satisfaction and performance. Recognition of top performing employees can reinforce OESO’s mission and vision and contribute to a positive, productive work culture.

More specifically:

- To reward through recognition OESO employees who consistently demonstrate exceptional work performance
- To recognize all OESO employees who contribute positively to the OESO/The Duke Community
- To promote a culture of excellence within OESO that motivates all employees to strive for top-level performance
- To encourage employees, through their performance, to promote Duke and OESO’s values through:
  - Demonstration of the value of safety in the work environment
  - Cultivation of partnerships within Duke departments
  - Examples of positive safety culture behaviors
  - Reinforcement of safe behaviors

Recognition Eligibility and Selection Criteria

Full- or part-time OESO staff are eligible for recognition. Temporary and student staff are not eligible.

Staff recognition should be based on the following major criteria:

- Employee worked on a focused task that resolved/improved a particular issue
  - Example – employee takes the lead on and spends many months preparing for a new initiative roll-out
  - Example – employee takes it upon him/herself to correct a problem that is relatively low impact, but has been long-standing, and correction of the problem will bring benefit to OESO/Duke
- Employee performs work that brings external recognition
- Example - employee creates a program that is recognized by outside organizations (e.g. within that employee’s professional associations)
- Example - employee is honored by an outside Duke department for the work the employee has done to improve safety

- Employee performs at a consistently high level of performance
  - Example – employee has a reputation of being someone who can always be counted on to assist on a project
  - Example – employee consistently provide excellent customer service to both internal and external customers

• NOTE: It can be a fine line between a person “doing their job”, and someone consistently providing high-level performance. However, if a staff person is proactive in solving problems, and shows an enthusiastic willingness in what he/she does, OESO would like to recognize that. The goal is to reinforce high-level performance that cultivates a culture of excellence within OESO.

Additional details include:

- A staff member can recognize more than one colleague per quarter.
- A staff member can recognize the same employee more than once within the calendar year for different tasks or performances.

Recognition Instructions

A staff member can recognize a colleague via a short Qualtrics survey found on the OESO website anytime during the year.

A reminder email from the customer service committee email address will be sent to all of OESO within the last month of the quarter, to remind staff to submit any submissions for EOQ.

Employee of the Quarter Selection Process

All staff who receive recognition will be acknowledged for outstanding performance on the OESO website. Recognized employees who have no pending or current disciplinary action will automatically be part of the pool for OESO Employee of the Quarter (EOQ).

The time period for EOQ selection will be each quarter (1/1-3/31; 4/1-6/30; 7/1-9/30; and 10/1-12/31.) Each quarter, the EOQ will be selected by the Customer Service Committee.

If the Customer Service Committee cannot come to an agreement on the EOQ, the vote will be decided by Senior Staff.

Employee of the Year Selection Process

The four EOQs will be automatically selected to qualify for EOY. Customer Service reserves the right to add additional candidates to the vote for EOY. An example of a reason why this may occur includes:
Employee performs/completes a medium sized project that spans multiple quarters and therefore, may not specifically win one quarter over another, but performed a project that should at least be in consideration for EOY.

The customer service committee will request additional information using the Qualtrics EOY survey. The committee will then email the four (or possibly more) submissions made during the calendar year to all OESO employees so they can vote on one to be the EOY. Voting will take place before January 31.

**Recognized Employee and EOQ/EOY Process**

A designated person from the customer service committee will forward all submissions to the employee’s Division Director upon receiving the submission. The Division Director will recognize the employee as soon as possible, perhaps at a division staff meeting. This will provide a timely reward for the employee. A designated person from the customer service committee will send an email from the customer service email account to all of OESO naming the winner of EOQ/EOY.

Employees can also be recognized through the Duke “Making a Difference” blog (http://www.hr.duke.edu/makingadifference/). The EOY may also be submitted to the Duke Presidential Award program at the discretion of the EOY’s division director. (http://www.hr.duke.edu/benefits/appreciation/presidential.php); nominees to this award are generally due by mid-February and announced in April.

**Awards**

Outstanding Employees will receive an official certificate signed by OESO’s Director and Assistant Director.

The four EOQs will receive a $25 Visa gift card. The EOY will receive an award of a plaque and a $50 Visa gift card. OESO will accept responsibility of taxes for the monetary gifts. Outstanding Employees, EOQ’s and the EOY will be formally recognized at the yearly OESO Department Meeting and will be given their awards at that time.

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