

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. Senior Staff members are eligible to be recognized as an Outstanding Employee, but cannot be recognized as Employee of the Quarter (EOQ) or Employee of the Year (EOY).

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 provides 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 fiscal year.

A reminder email from the OESO Employee Engagement Committee (herein referred to as “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 EOQ.

The time period for EOQ selection will be each quarter. Quarter 1 will fall 7/1 – 9/30, Quarter 2 10/1 – 12/31, Quarter 3 1/1 – 3/31, and Quarter 4 4/1 – 6/30. Each quarter, the EOQ will be selected by the Committee via a short Qualtrics survey. The winner is the recognized employee who receives the most votes. Each committee member (one per division) casts a vote towards EOQ. If there are two members of a division on the committee, only one casts an initial vote. The committee chair only casts a vote if he/she is the sole representative of his/her division. If a committee member is a recognized employee in a given quarter, an alternate employee will cast the EOQ vote for that division. If there is a tie, any recognized employees who receive fewer than the highest vote will be removed and the committee will vote again. If there is an additional tie, the Committee reserves the right to determine a tie breaker on a case-by-case basis, or they may go to Senior Staff for guidance (if the Committee cannot come to an agreement on

the EOQ, the vote will be decided by Senior Staff). If no person is recognized by OESO in a quarter, then no EOQ will be selected.

Employee of the Year Selection Process

The EOQs will be automatically selected to qualify for EOY. If an EOQ is no longer an employee with OESO, they are removed from the running for EOY. The Committee 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 Committee will request additional information from the nominator and the recognized employee's Division Director using the Qualtrics EOY survey. The Committee will then email the submissions made during the calendar year with all supporting documentation added through the EOY survey to all OESO employees so they can vote on one to be the EOY. Voting will take place before July 31. An employee will no longer be named for the year but rather will be titled EOY FY2023.

Recognized Employee and EOQ/EOY Process

The Qualtrics survey is set up by the Committee to 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 Committee will send an email from the Committee email account to all of OESO naming the winner of EOQ/EOY.

Employees can also be recognized through the Duke "Making a Difference" blog (<https://sites.duke.edu/makingadifference/>). The EOY may also be submitted to the Duke Presidential Award program at the discretion of the EOY's Division Director. (<https://hr.duke.edu/benefits/employee-appreciation/presidential-award>).

Awards

Outstanding Employees will receive an official certificate signed by OESO's Director.

The EOQs who are not named EOY will receive a \$50 gift card. The EOY will receive an award of a plaque and a \$100 gift card. Monetary awards—such as cash, gift cards, and gift certificates—received by staff members are taxable income to the recipient, regardless of the dollar value. OESO will accept responsibility of taxes for the monetary gifts.

Outstanding Employees, EOQs and the EOY will be given their awards in August, formally recognized in MS Teams under the OESO Happenings channel, as well as the yearly OESO Department Meeting. If an EOQ is no longer an OESO employee at the end of the fiscal year, they may receive their award at the director's discretion (sent via FedEx). The EOQs will have a nameplate on the larger EOQ plaque at the main office.

The EOY will have a nameplate on the EOY plaque at the main office. These name plates will be updated at the beginning of the fiscal year and will reflect EOQs and EOY from the previous fiscal year.

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