



Ohio Administrative Code

Rule 123:1-27-04 General principles of the employee recognition program.

Effective: January 18, 2009

(A) Participation. Any state agency, office, board or commission may establish an employee recognition program for the acknowledgement of exemplary employee performance. The appointing authority of any state agency, office, board or commission shall notify the director of administrative services of its intent to establish and implement a program and receive the director's approval prior to the program being made effective. All employees of state agencies, offices, boards and commissions and all employees paid in accordance with section 124.152 of the Revised Code and those employees listed in divisions (B)(2) and (B)(4) of section 124.14 of the Revised Code are eligible to participate.

(B) Eligibility. All permanent employees paid in accordance with section 124.152 of the Revised Code and those employees listed in divisions (B)(2) and (B)(4) of section 124.14 of the Revised Code and permanent employees eligible to receive employee recognition awards, pursuant to a collective bargaining agreement, are eligible to receive employee recognition awards.

(C) Eligible areas of recognition. An employee may be recognized for specific work performance or employee motivation and attitude, or other qualities that demonstrate exemplary employee performance. Achievement recognition is limited to work related performance.

(1) Work performance includes, but is not limited to, thoroughness, efficiency, accuracy, going beyond what is expected, taking the initiative to identify and solve problems, and working well with minimal supervision.

(2) Motivation and attitude includes, but is not limited to, showing enthusiasm and pride in work, being courteous and cooperative, and completing job assignments professionally and dependably.
