



## Ohio Administrative Code

### Rule 123:1-27-04 Employee recognition program.

Effective: August 5, 2024

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(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 will obtain the approval of the director of administrative services before implementing a program.

(B) Eligibility. All permanent employees paid in accordance with section 124.152 of the Revised Code, 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, 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.

(D) Selection of nominee. Each agency, office, board, or commission will review each nomination submitted by any employee eligible to participate in the employee recognition program and select the most exemplary employee.

(E) Amount of award. Each agency, office, board, or commission will determine the type or amount of award to be granted. Awards may include, but are not limited to, additional leave, award ceremonies, plaques and certifications, or other items approved by the director.



(F) Award presentation. Each agency, office, board, or commission will be responsible for program implementation and award presentation.