

# Awards & Recognition

University Facilities (UF)  
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Approved by: Todd Barnette

The purpose of this document is to provide guidelines for the UF Awards & Recognition Program.

## Safety Awards

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The Safety Awards program is explained in detail at:

<https://cufacilities.sites.clemson.edu/documents/safety/Safety%20Incentive%20Program.pdf>

Points may be earned for specific safety behavior. Each time an employee earns 50 points they may submit the documentation for a Facilities Challenge Coin.

## Special Recognition Awards

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A supervisor or manager may present an award to an employee in recognition of actions or recommendations that result in an improvement of reliability, savings of time, savings of money, improved customer satisfaction, or other efforts the supervisor deems worthy of recognition.

- **Customer Service Awards**

Given for actions that exemplify our customer focus.

- **Quality Awards**

Given for actions that improve the quality of our services or the reliability of tools and equipment.

- **Lean Awards**

Given for efforts that can be documented to reduce waste in process time or to improve consistency of services provided.

- **Extra Mile Awards**

Given for actions that were done that extended beyond the normal services we provide.

- **Partnership Awards**

Given for actions that create or strengthen relationships with other departments or organizations within the University.

- **Great Idea Awards**

Given for suggestions that were implemented but could not directly be tied to one of the other categories.

## Form of Award

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A Facilities Challenge Coin will be included as part of the recognition processes. The supervisor or manager may present the award on the spot as soon as the action is noted or may have a ceremony to present the award. These coins may be collected or shared.

## Option to Redeem Awards

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The Facilities Challenge Coins may be redeemed through the office of the Director of Lean Processes. There will be assorted items that can be exchanged for the Facilities Challenge Coins. Items will be assigned a value defined in "Coins". There is no "expiration date" on the Facilities Challenge Coin.

## Administration

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Facilities Challenge Coins will be issued to Directors in lots of 10. The Director will submit a list describing the Award and who received it when requesting a new batch of 10. The Director of Lean Processes will maintain the record of those awards and distribute the "Coins".