## Employee Recognition Program

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<th>Award Name/Category</th>
<th>Eligibility</th>
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<th>Selection Committee</th>
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<td><strong>I Am COD – Individual</strong></td>
<td>All Regular Classified, Managerial, FOP, Op Engineers and CSA-GMPC</td>
<td>See below</td>
<td>• $50 gift card (Master Card) awarded monthly</td>
<td>Cabinet reviews nominations and selects winner.</td>
<td>A template is made available for supervisor, co-worker, student or community member to use to say “thank you”. A copy is sent to the employee and a copy to Human Resources to be entered in a monthly drawing.</td>
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<tr>
<td><strong>I Am COD – Group/Team</strong></td>
<td>All Regular Classified, Managerial, FOP, Op Engineers, CSA-GMPC and Administrators</td>
<td>See below</td>
<td>• Group Lunch at Waterleaf • $50 gift card per member</td>
<td>Cabinet reviews nominations and selects winner.</td>
<td>Once project is completed, teams can be nominated by supervisor, Cabinet, or other outside observer by submitting a nomination to the Cabinet committee. Cabinet reviews and awards twice a year, January and July.</td>
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<tr>
<td><strong>I Am COD – Chap Award</strong></td>
<td>All Regular Classified, Managerial, FOP, Op Engineers and CSA-GMPC Must have at least 2 years of employment.</td>
<td>See below</td>
<td>• $1,000 Cash Prize • Announcement of winner at fall in-service</td>
<td>Selection Committee: 1 Administrator 1 Managerial 1 Classified 1 FOP 1 Operating Engineer</td>
<td>Employees submit nominations for employees who meet criteria. HR reviews (to ensure eligibility) and submits to the committee who selects winner. Nominations are due June 30th; winner is announced at fall in-service.</td>
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<tr>
<td><strong>I Am COD – O.N.E. Award (Outstanding New Employee)</strong></td>
<td>All Regular Classified, Managerial, FOP, Op Engineers and CSA-GMPC Must have minimum of 1 year and less than 2 years of employment.</td>
<td>See below</td>
<td>• $100 Cash Prize</td>
<td>Selection Committee: 1 Administrator 1 Managerial 1 Classified 1 FOP 1 Operating Engineer</td>
<td>Employees submit nominations for employees who meet criteria. HR reviews (to ensure eligibility) and submits to the committee who selects winner. Nominations are due June 30th; winner is announced at fall in-service.</td>
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Criteria

I Am COD - Individual – (Must meet one of the three below)

1.) Exhibits consistent superior performance in service to colleagues, students, and/or community.

2.) Performs an assigned task in exemplary fashion.

3.) Understands and implements the College's mission to deliver exceptional service, which benefits staff, students and community.

I Am COD - Team – (Must meet all below)
Can be a standing team, ad hoc or project team or department.

1.) Actions go above expectations and make a positive and recognizable difference at the College.

2.) Demonstrates exceptional student service, promotes the College’s mission to students and/or the community, achieves institutional goals/priorities, achieves significant monetary savings or improves efficiencies.

3.) Demonstrates effective and efficient teamwork, displays initiative and persistence and encourages effective group problem solving.

I Am COD - Chap Award (Must meet all below and have at least 2 years of service at College of DuPage.)

1.) Excels in all aspects of work performance and position responsibilities.

2.) Promotes morale by leadership, teamwork, and enhancing work environment.

3.) Has demonstrated high levels of service excellence (i.e., improved efficiency, innovation, customer service, etc.)

4.) Creates public awareness or demonstrates outstanding support of the College, its mission, vision, and values and institutional goals through individual endeavors while demonstrating high work ethic, leadership, and the ability to work well with colleagues, students and community members.

I Am COD – O.N.E. (Outstanding New Employee) Award (Must meet all below, have a minimum of 1 year of service, less than 2 years of service, and have passed probation)

1.) Executes outstanding reliability and cooperation in achieving departmental goals.

2.) Consistently exhibits outstanding performance and exceeds expectations in progress toward developing in their roles.