**Building & Maintaining a Great Culture**

**Goal:**

Provide tools for enhancing reward and recognition

**Action Steps:**

Develop an individual Reward and Recognition Motivation assessment/survey for all employees to complete and to be utilized by supervisors

**Target Date:**

April 15, 2006

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**RETAIN GREAT EMPLOYEES**

**Goal:**

Develop reward and recognition program for UWF employees.

**Action Steps:**

- Identify 2-3 departments to complete the survey and participate in Pilot Program.
- Conduct Pilot Program to test reward and recognition program. Select two departments to participate.
- Develop new reward and recognition program.
  - Once Pilot completed, develop and refine procedures/process on how to: a) give and receive recognition, b) educate new employees, and c) access utilization of reward program by manager
  - Ensure reward and recognition program incorporates the UWF Standards.
  - Obtain Coordinating Committee approval on the reward and recognition program. Coordinate approval with the Office of Human Resource

**Target Dates:**

- March 30, 2006
- April 10, 2006
- April 30, 2006

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**Reward and recognize employees**

**Action Steps:**

Roll out the new reward and recognition program:
- Implement pins of appreciation

**Target Date:**

May 1, 2006
- Implement 90-day certificates (coordinate with OHR to identify those completing 90 days as of December 31, 2005; then obtain listing monthly from OHR and recognize accordingly.)
- Create and distribute GAAB (going above and beyond) cards
- Consider other awards/recognition (e.g. ice cream social, thank you cards/pads, beverage/meal certificates, etc.)
- Identify employees celebrating one year as of December 31, 2005. Determine how to celebrate and distribute the one-year pins.

| Sustain a high-performing team | Reward, recognize and celebrate team/member ‘wins’ | Ongoing |