



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-9 Minor Revision4

Title: Positive Reinforcement Guidelines

Description: Guidelines to support management in efforts to recognize, reinforce and reward good performance.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: In support of ongoing, positive feedback as part of Performance Management, the purpose of these guidelines is to assist and encourage management to create timely, positive consequences to recognize and reinforce good work performance. The goal is to channel desired behaviors and performance, and to incentivize employees to strive to do their very best. These guidelines are intended to complement and supplement (not replace) other University recognition programs.

Policy Statement: **Provisions**

- Management is encouraged to recognize and reinforce good performance.
- At a department level, managers should come up with, either collectively or individually, a wide assortment of ways to recognize and respond to good performance in ways that will be most meaningful and rewarding for employees in their area(s). All such departmental programs shall have oversight by the appropriate VP.
- At a University level, Human Resources serves as the coordinator for the purchase of UCO branded promotional items for use under these guidelines. Costs are controlled-buying in bulk, while offering managers/departments a nice selection at more reasonable rates than if buying individual items.

In addition to this form of ongoing encouragement and inspiration, the University has a number of award programs to recognize and honor employees who demonstrate exceptional performance. Visit the UCO website, [Employee Recognition Awards](#), to learn more or to nominate a deserving co-worker.

Glossary of Terms:

- Positive consequences - Pleasant, rewarding, desirable outcomes to expect as a result of good, desired performance and behavior.
 - Good performance is defined as:
 - Meeting all of the organization's expectations over a long period of time – consistently performs well.
 - Significantly improved, or a noticeable effort is being made. Through his/her own initiative, or as a result of training & development, or in response to recent corrective action, an employee's performance and/or behavior is worthy of reinforcement.
 - Above and beyond the call of duty.
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Legal

Citation:

Campus

Links:

FAQs:

Formerly known as:

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