The David and Laurie Cohen Recognition Program

Spot Awards

Fact Sheet

The spot award program is made possible because of a generous donation by David and Laurie Cohen. The intention is to recognize Wharton staff for exhibiting the School’s Guiding Principles, going above and beyond, or for making Wharton a better place to work. Each month 13 awardees will receive a $50 Amazon e-gift card. Reasons to nominate a colleague:

Exhibiting the Guiding Principles which can be found at <https://hr.wharton.upenn.edu/download/guiding-principles-of-the-wharton-school/>. It can also be granted to an employee who

* created a new and creative way to utilize existing resources
* created a positive long-term solution to a problem
* pitched in and stepped up in a way that is not expected or required
* anticipated customer needs
* served as a role-model to others through a positive interaction
* volunteered to take on a difficult problem or task
* filled in where there was a need
* got involved in helping others in ways beyond job borders
* volunteered to cover for a co-worker who is out sick
* stayed late to help a co-worker
* creates a pleasant and productive work environment

Eligibility

All Wharton regular full and part time staff are eligible to be nominated. This is an employee award program and therefore, independent contractors, temporary employees or student workers are not eligible to participate.

A nomination can be submitted by any Wharton manager, colleague or faculty member. The person nominating the employee does not have to be his/her manager or work within the department. However, the supervisor should be notified that his/her employee is being nominated.

In an effort to recognize as many employees as possible, a staff member cannot receive more than three awards in one fiscal year.

Nomination Process

Nominations can be submitted to Anna Loh, Senior Director, Wharton Human Resources, by the 10th of each month. At the end of each month the requests will be reviewed by Emily Cieri, the Dean’s Chief of Staff and Anna. Anna will notify the awardee. Any staff or faculty wishing to make a nomination should complete a short form and forward it to Wharton Human Resources (Attachment 1). The form is also available on the Wharton Human Resources’ webpage. <https://hr.wharton.upenn.edu/>.

Frequency

This is an on-going, five-year program. Awards will be reviewed and approved each month. In an effort to manage the budget, no more than 13 awards per month will be granted. Awards will be based on merit and accomplishments. Awards will not be granted in December because Payroll will not be able to process the gross-up in time for W2 distribution.

Nominations will not carry over from one month to the other.

Notification

Anna Loh will notify the nominator, awardee and awardee’s supervisor by the end of each month. The awardee will be required to supply a personal email address where the e-card can be sent. Due to the nature of the award, we are required to send it to a personal email address and cannot use your Wharton address.

Processing

Because this award is being granted by the University/Wharton, it is considered taxable income. The School will gross-up the cost of the card and cover the gross-up.

Nominations are needed by the 10th of each month in order to review, approve and process the request. Nominations received after the 10th will be returned to the nominator and he/she can resubmit for the following month.

Alternative Recognition

It is likely that not all requests will be approved. However, saying thank you for a job well done is important. You can recognize a colleague by posting a “shout-out” at <https://hr.wharton.upenn.edu/posts-announcements/2016-wharton-staff-shoutouts/>. The employee will receive an email directing them to your message. And don’t underestimate the power of a face-to-face thank you.