GUIDELINES FOR
UNIVERSITY OF NEBRASKA BOARD OF REGENTS

EMPLOYEE KUDOS AWARDS

REVISED 6/23/17

The President and the Board of Regents have established the Kudos Awards to recognize the accomplishments of outstanding employees from across the four University of Nebraska campuses. These awards are particularly intended to spotlight employees that deserve special recognition for going above and beyond the call of duty.

The following guidelines will apply to employee Kudos Awards presented at meetings of the Board of Regents:

- Each administrative unit, i.e. campus and Central Administration, shall establish its own process for recommending an employee (or employee team) for a Kudos award. While campuses and colleges may have some means of recognizing their own employees (e.g. "employee of the month"), and while campuses may forward the employee of the month as a nominee for a Kudo, the on-campus recognition and Regents Kudo are separate, unique awards. Based upon distinct campus needs, traditions and resources, the on-campus process may or may not provide monetary awards or other recognition by the administrative unit, separate and in addition to the recognition provided by the President and Board of Regents as a Kudos recipient.
- Only individuals who are classified as regular Managerial/Professional employees and regular Office/Support employees are eligible to receive individual Kudos awards.
- There may be up to four campus Kudos awards per Board meeting (one award each for UNMC, UNO, UNK, and UNL including IANR). Whereas Central Administration is a relatively small administrative unit, it will not normally have a Kudos recipient at each meeting; however, from time-to-time, it is appropriate for a Central Administration employee or group to be similarly recognized.
- The communications office for the campus will submit a written presentation and deliver it to the Office of the Corporation Secretary in a timely manner, in order that it may be read at the Board of Regents meeting.

- Campus Kudos may not be accumulated. That is, if a campus does not have a Kudos recipient for a particular Board of Regents meeting, there is no "carry forward," and the campus does not get to designate two Kudos recipients at the next meeting.
- At each meeting, in addition to the individual awards, there may be one group Kudos award for extraordinary efforts of a group of individuals associated with a program, department or unit. It may be appropriate to include faculty/academic/ administrative representation in a group award. Each campus may have up to two such awards annually. There is no monetary award associated with a group Kudo.
- Monetary amounts or other benefits received in recognition of the Board of Regents Kudo awards (not on-campus rewards) shall be approved by the President.
- Absent extenuating circumstances outside the control of the individual or the administrative unit, attendance of an individual at a Board of Regents meeting for the purposes of receiving a Kudos award is required and considered part of the recipient's work duties (not vacation). In accordance with University policy, travel expenses shall be reimbursed by the administrative unit nominating the employee. In the case of hourly employees, supervisors should contact their campus human resources department for advice on how to properly record hours for travel and attendance at the Kudos presentation.