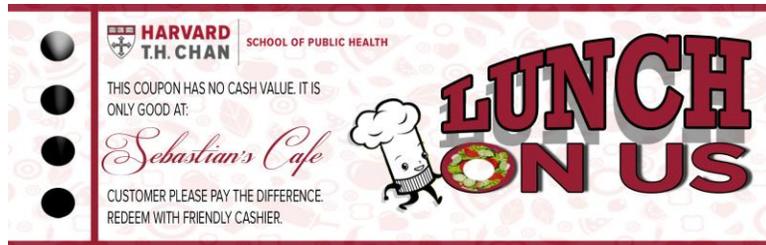


Information and FAQs for the SPH "Lunch on Us" Program



SPH's Lunch on Us program helps members in a leadership role in the School find opportunities to catch someone doing something great or for going above and beyond and reward them. Everything you need to know about Lunch on Us is summarized below.

1. How does the Lunch on Us program work?

Lunch on Us rewards SPH benefits-eligible staff, faculty and academic appointees who lend a helping hand to those around them, who go above and beyond and who make the School an even better place to work.

Members in a leadership role can request a Lunch on Us voucher which can be given to an SPH staff, faculty or academic appointee who are observed assisting others, engaging in random acts of kindness that may otherwise go unnoticed or consistency for going above and beyond. Random acts of kindness and small gestures from staff, faculty and academic appointees happen at the School each day which makes it a wonderful environment.

2. What is the reward?

The reward is a voucher with a value of up to \$7.50 that can be used to purchase food items at Sebastian's Café (Kresge Building).

3. Who is sponsoring the Lunch on Us program?

SPH Human Resources sponsors the program.

4. Who is eligible to receive a Lunch on Us voucher?

All members of SPH benefits-eligible staff, faculty and academic appointees are eligible to receive a voucher.

5. What kind of actions/behaviors should I recognize and reward with a voucher?

Some examples of behaviors and actions to look for – to name a few:

- A staff member sees something that needs "fixing" and takes ownership to resolve it
- Someone who goes above and beyond to provide assistance with a task
- Someone who takes initiative within their role (provides ideas to make a task or project better or run smoothly)
- Someone always willing to help in other areas (i.e. volunteer in a group effort of putting packets together for a training, helps someone resolve a computer problem, etc.)
- Someone who consistently volunteers outside of their normal responsibilities (i.e. offer to be part of a committee outside of their role)
- Someone always stepping up to the plate and offering to do things without being asked (give someone directions, help cover during times when short-staffed, assisting a visitor at the School)

6. How do I obtain a Lunch on Us voucher?

Contact your HR Partner to request a voucher when you would like to award a BE staff, faculty or academic appointee. Include the name of the employee and the reason for the recognition.

7. Suppose the recipient doesn't spend the full value of the voucher (\$7.50), will he/she receive cash for the money he/she does not spend?

If the recipient does not spend the entire \$7.50 at Sebastian's, there will be no cash refund. Any amount over the maximum value of the voucher is to the expense of the recipient.

8. How can I find out more about the Lunch on Us program?

Contact your HR Partner to find out more about the Lunch on Us program.