

# Peer to Peer (P2P) Program

## What it is:

The P2P is an “on the spot” written recognition by co-workers for co-workers saying ‘thank you, you did a good job’ or ‘thanks for your help.’

## How it works:

Complete the P2P certificate either by hand or electronically. The electronic form is in triplicate and will automatically fill the 2<sup>nd</sup> two forms as you complete the first one. Print completed form and give one to the person you are thanking, one to the person’s supervisor, and put one in the section’s drawing box. If completing the certificate by hand, either copy or complete sufficient certificates for the person being thanked, the person’s supervisor, and the P2P drawing box.

Each section will have a box to place copies for the drawings. P2P Recognition is available to all employees; however only those receiving leave benefits will be eligible for the administrative leave (OA) drawing

Drawings will be held quarterly for 2 hours of OA. The drawings include both the nominee and the person submitting the nomination; half the drawing will be for the nominee(s) and half for the person(s) nominating. OA cannot be received by the same person in consecutive quarters.

The EAC representative for each section will take the submitted forms to the first EAC meeting in the quarter (October, January, April, and July). During or at the end of the meeting HR will conduct/oversee the drawing for the OA awards. The EAC representative will bring the awards back to the section, and depending on the procedures in the sections, will ensure they are distributed to the winners.

In addition to the 2 hours of OA, it is suggested each section decide on how to recognize P2P awards apart from the drawings. Suggestions included placing the P2P form on the ‘awardees’ wall, announcing in staff meetings, or some other recognition determined by the section.

Awards will be distributed (per drawing) in proportion to the number of people within each section. The current distribution is as follows:

CTE .....	6
IT.....	6
Assessment.....	4
CNP .....	4
Internal Accounting.....	4
Special Ed.....	4
Teaching and Learning .....	6
Charter Schools .....	2
Ed Tech.....	2
School Finance .....	2
Title One .....	2
Admin.....	2

The P2P certificate can be found at:

<http://www.schools.utah.gov/main/INFORMATION/Human-Resources/DOCS/P2PNominationCard.aspx>