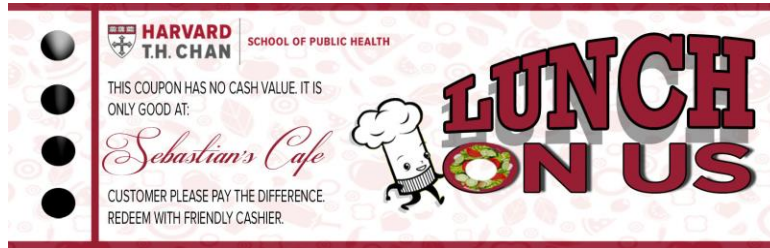


"Lunch on Us" Program Information and Frequently Asked Questions



The Harvard Chan School Lunch on Us program helps managers find opportunities to catch someone doing something great 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 eligible employees who lend a helping hand to those around them, who go above and beyond, and who make the Harvard Chan School an even better place to work.

Members in a managerial role can request a Lunch on Us voucher to be given to an eligible Harvard Chan School employee who is observed assisting others, engaging in random acts of kindness, or consistently going above and beyond.

2. What is the reward?

The reward is a voucher with a value up to \$10.00 that may be used to purchase food items at Sebastian's Café (Kresge Building).

3. Who sponsors the Lunch on Us program?

The Office of Human Resources sponsors the program.

4. Who can be rewarded with a Lunch on Us voucher?

Harvard Chan School benefits-eligible staff and academic appointments eligible for benefits can be rewarded with a Lunch on Us 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 - are:

- Someone who 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?

To obtain a Lunch on Us voucher, send an email to your HR Partner and provide the name of the employee and the reason for the recognition.

7. What happens if the recipient goes over the maximum value of the voucher?

If the recipient goes over the maximum value of the voucher, they will be responsible for the remaining balance owed.

8. Who should I contact if I have any further questions, or I want to know more about the Lunch on Us program?

You can contact Ilia Maldonado or your [HR Partner](#) with questions about the Lunch on Us program.