



## Procedure 490-02 Staff Recognition Award Procedure

Sponsor: Human Resources

### **Purpose**

To recognize staff members with continuous years of service based on their current full-time hire date, part-time faculty who have taught 90 load hours, and three staff members who demonstrate exemplary behavior, quality workmanship, serve as positive role models and embody the College's core values – people, quality, ethics, community, respect, learning, sustainability, and growth. The three awards are Administrative/Professional, Classified, and Leadership.

### **Definitions**

Classified Employee: One that is paid hourly

Administrative/Professional Employee: A contract or Exempt status employee

Leadership Employee: Someone at a Director level or higher.

### **Procedure**

#### Staff Continuous Service Recognition

Full time and Part-time Staff with 5, 10, 15, 20, 25, 30, 35, 40 years of continuous service will be recognized with a service award at Employee Awards Ceremony.

Service must be completed by August 1st of the current year being awarded

#### Part-Time Faculty Load Hour Recognition

Part-time faculty with completion of 90 plus load hours taught by the end of the Fall semester of the previous year will receive an award.

#### Staff Recognition Awards

##### Scope

Three employees are recognized annually in the areas of Outstanding Administrative/Professional of the year, Outstanding Classified employee of the year, and Leadership employee of the year.

##### Process

1. Nomination forms should be completed at the beginning of the spring semester and forwarded to the Human Resources Department no later than the end of February.
2. The nomination forms must include the date or time (i.e., month, season, or semester) in which the action occurred.
3. Submitters are encouraged to include the names of other individuals who may have observed the action.
4. Employees nominating candidates for any of the three Recognition Awards must base their nomination on the following specific criteria for each award. Nominations MUST provide at least

one specific and detailed example of how the nominee performed one or more of the following actions listed below.

Criteria for Outstanding Administrative and Classified Employee of the Year:

1. Found constructive and appropriate solutions to problems without blaming others.
2. Helped other co-workers when it was not required by the employee’s job.
3. Delivered excellent customer service to students, visitors, and other employees.
4. Maintained a positive, professional attitude in a stressful situation.
5. Independently developed and implemented an innovative or improved process or system that was not specifically required by the employee’s job.
6. Demonstrated tact and diplomacy during a conflict.
7. Showed compassion for another individual.
8. Produced a quality product or assignment that exceeded expectations.
9. Demonstrated consistency and fairness when dealing with issues involving two or more individuals.
10. Used positive and encouraging language when talking about others.
11. Provided service to a community group or agency as a volunteer.
12. Demonstrated a concern for maintaining cultural diversity and awareness.
13. Accepted responsibility and was accountable when a mistake was made.
14. Led a team, group, or committee to the completion of a difficult task.
15. Completed a complex project in a quality manner prior to the deadline.
16. Or, another similar incident to be defined by the nominator.

Criteria for Leadership Employee of the Year

1. Demonstrated ability to mentor, inspire, motivate, and support others.
2. Displayed sound judgment, integrity, and exemplary problem-solving skills.
3. Fostered excellence in performance, methods, achievement, and teamwork.
4. Encouraged growth of others through professional and personal development.
5. Fostered respect for the value of all individuals, their backgrounds, and culture.

Process Timeline

Email requesting nominations from HR	No later than the end of January. Nominations due mid-February.
HR review	Review nominations received to ensure they meet eligibility
Committee review	Review each nomination with matrix by the end of February
Committee Decision to HR	March 1st
Order awards	Order EE of the year and service awards by March 1st

Committee and Decision Process

The committee is comprised of the current employee events committee members and the previous years’ winners.

Award winners are selected via scoring matrix submitted by committee members based upon college core values and the nomination content. The individual with the highest combined score, is recommended for the award. Recommendations are submitted to HR.

#### Eligibility

Nominations will be accepted only for benefit-eligible staff employees, who have been employed for more than one year and are in good standing at the College. A staff member may win only one award within a three-year period. An employee cannot nominate him or herself. Each nomination must include the completed nomination form. Additional signatures or letters of support may assist the committee in the decision-making process. In the event that a member of the Employee Events Committee is nominated or has nominated another employee for an award, that person would have the choice of being excused from participating in the decision-making process in order to be eligible for the award or have his/her name removed from consideration. Staff nominated for multiple awards can only be awarded for one category. Human Resources performs a final eligibility review. Note: Full-time and part-time faculty are covered under a separate Procedure 306-01 Faculty of the Year for that process.

#### Recognition

Employees selected for the Staff Recognition Award will receive:

1. A certificate of recognition from the President with a copy placed in the employee's personnel file.
2. A personalized award.
3. Their name displayed on the Employee Recognition wall.
4. Acknowledgement at the spring Employee Awards Ceremony.
5. A monetary award to be used the following fiscal year, and it may not be carried over to another fiscal year. The funds must be used for a professional development activity agreed upon by both the employee and his/her supervisor. The professional development activity must directly relate to the employees' position and support the mission and objectives of the College.

All nominees not selected for the Staff Recognition will receive:

1. Acknowledgement of their nomination at the spring Employee Awards Ceremony.
2. Copy of nomination in the employee's personnel file.

#### **References**

Procedure 360-01 Faculty of the Year Award

#### **Procedure History**

06/09/2010	New
05/25/2017	Revised (added reference to IRS regulations)
01/24/2020	Revised and Approved by Executive Leadership Council

#### **Legal Review**

None