



Employee of the Month

Purpose: This is a monthly program that recognizes employees who go above and beyond typical job expectations, provide outstanding customer service, or perform distinctive achievements that impact the department/institution. The achievements/accomplishments for which the employee is being recognized must have been accomplished within the last 60 days.

Eligibility: All full or part-time Staff or Administration employees who have been employed at least 6 months are eligible. Employee must not have any documented corrective action within the past 6 months.

How to Nominate: An approved nomination form is completed and submitted by the publicized deadline date. No anonymous submissions will be accepted. The nominator does not have to be the supervisor or director of the respective department; however, the nominator must be someone who has direct knowledge of the nominee's contributions in the area for which they are being nominated. The nomination form must be signed-off by the unit director/head. This signature only confirms that the nominee has not had any corrective action in the previous 6 months.

Selection Process: A committee representing the areas of Academic Affairs, Human Resources, Student Affairs, Staff Council and A&P Council will review all nomination forms and may recognize up to 3 employees for an Employee of the Month award. An additional award is allocated to Facilities Services to be awarded to a member of that department based on similar requirements. A committee within Facilities Services will determine the award winner.

Award: Selected employees of the month will receive a \$50 lump-sum bonus that will be included

in their pay, a designated parking space for the month during normal business hours (an official placard will be given to selected employees for the specific month), and recognition on the HR website. **NOTE:** When each selected employee has been notified of their award, HR will submit recipient's name to Payroll to have the appropriate tax deducted at the next scheduled payroll cycle. The lump-sum bonus will be included on the employee's W-2.