

# EMPLOYEE PERFORMANCE RECOGNITION GUIDELINES

## **Purpose:**

The Staff Council's Support Staff Performance Recognition Award recognizes extraordinary professional contributions and quality service of our University support staff and their integral role in advancing the University of Southern Indiana's mission and fulfilling USI's promise in preparing students to live wisely.

## **Who May Be Nominated:**

The Support Staff Performance Recognition Award is open to all benefits-eligible support staff (full and part-time) who have been employed with the University for at least one full year. The eligible support staff employee needs to demonstrate integrity and a good work ethic. Employees who have previously received the award are not eligible for three years. If the nominee leaves the University or leaves the support staff position before the award is given, then an alternate person will be chosen. If the award recipient leaves their support staff position or the University after the award is given, then the award trophy will be returned to the Staff Council.

## **Nomination Process:**

Nominations may be made by any benefits-eligible member of support staff excluding the members of Staff Council. All nominating forms are kept confidential and ask that the nominators keep their information confidential. The nomination process is open from April 1 until May 30. The nomination form is available on the university's Staff Council web site, <http://www.usi.edu/staffcouncil>. Completed nomination forms are submitted to the current Chair of Staff Council. Once the award is presented, all nomination forms are shredded. In the case of multiple nominations for the same person, the nomination that best meets the criteria will be presented to the selection committee.

The members of Staff Council administer the award program and serve as the selection committee. Current members of the Staff Council are not eligible for the award. In order to enhance the fairness of the selection process, names of the nominees are removed from the nomination materials by the Staff Council Chair before the selection committee members read them. Examples and achievements are only considered if they are related to the nominee's work in the department and/or university and contain specific supporting detail.

## **Criteria:**

- 1) Provides superior service
- 2) Demonstrates excellence in the performance of job duties and responsibilities
- 3) Continually contributes to a positive, collaborative work environment
- 4) Exhibits exceptional resourcefulness, innovation or creativity

## **Nomination Statement:**

The nomination statement should consist of no more than one typed (or legible handwritten), double-spaced page which describes at least two of the four criteria.

## **Award Prizes:**

- Receive a letter of recognition and an award of \$500. (NOTE: \$500 is a gross, taxable award amount. Per IRS regulations, awards are subject to all applicable payroll taxes.)
- Be featured in the University Notes and on Staff Council's web site
- Presented with a "traveling trophy"

## **Presentation:**

The Support Staff Performance Recognition Award will be celebrated once a year during the university's fall Employee Recognition Luncheon. All approved nominees who have met the criteria will be invited and the award recipient will be recognized.