

490-02 STAFF RECOGNITION AWARD—PROCEDURE

1. PURPOSE

To recognize four 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 four awards are Administrative/Professional, Classified, Leadership, and Creativity.

2. PROCEDURE

1. Scope

- a. Four employees are recognized annually in the areas of Outstanding Administrative/Professional of the year, Outstanding Classified employee of the year, Leadership employee of the year, and Creativity employee of the year.
- b. 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.
- c. Employees nominating candidates for any of the four Staff 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:

2. Process

Criteria for nominations are as follows:

- a. Delivered excellent customer service to student, visitor and other employees.
- b. Helped other co-workers when it was not required by the employee's job.
- c. Found constructive and appropriate solutions to problems without blaming others.
- d. Maintained a positive, professional attitude in a stressful situation.
- e. Independently developed and implemented an innovative or improved process or system that was not specifically required by the employee's job.
- f. Demonstrated tact and diplomacy during a conflict.
- g. Showed compassion for another individual.
- h. Did not engage in negative language or behavior when others were.
- i. Produced a quality product or assignment that exceeded expectations.
- j. Demonstrated consistency and fairness when dealing with issues involving two or more individuals.
- k. Used positive and encouraging language when talking about others.
- l. Worked outside of the employee's normal work schedule without the expectation of compensation.
- m. Provided service to a community group or agency on the employee's own time and without compensation.
- n. Demonstrated a concern for maintaining cultural diversity and awareness.

- o. Accepted blame and was accountable when a mistake was made.
- p. Led a team, group, or committee to the completion of a difficult task.
- q. Completed a complex project in a quality manner prior to the deadline.
- r. Another similar incident to be defined by the nominator.

Criteria for Leadership Employee of the Year

- a. Demonstrates ability to mentor, inspire, motivate and support others.
- b. Displays sound judgment, integrity and exemplary problem-solving skills.
- c. Fosters excellence in performance, methods, achievement and teamwork.
- d. Encourages growth of other through professional and personal development.
- e. Fosters respect for the value of all individuals, their back grounds and culture.

Criteria for Creativity Employee of the Year

- a. Exhibits ingenuity and originality in the execution of job responsibilities.
- b. Exemplifies vision, openness to change and responsiveness to emerging issues.
- c. Demonstrates resourcefulness, creativity and effective problem solving.
- d. Innovative ideas, suggestions and work procedures.
- e. Contributes to processes that create and support an enterprising environment.

Include in the nomination form the date or time (i.e. month, season, or semester) in which the action occurred and indicate whether the incident was repeated.

Include the names of other individuals who may have observed the action, if possible.

3. Eligibility

Nominations will be accepted only for benefit eligible staff employees who have been employed for more than one year at the College. A staff member may win only one award per year and may not win the same award twice within a three year period. An employee cannot nominate his 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 of the Year Committee is nominated for an award while serving on the committee, that person would have the choice of resigning from the committee or have his/her name removed from consideration in order to be eligible for the award.

Full-time and part-time faculty are covered under a separate procedure.

4. Recognition

- a. Employees selected for the Staff Recognition Award will receive:
 1. A certificate of recognition from the President with a copy in the employee's personnel file.
 2. A choice of an individual plaque or a credit in the bookstore for the dollar amount of the plaque.
 3. Their name engraved on a plaque which is displayed near the Office of the President.
 4. Publication of their name and picture in the College newsletter.
 5. Acknowledgement at the spring Employee Development Day.
 6. Any monetary award is 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.
 7. A parking pass to park at the top of the parking lot for the following fiscal year, as long as the value of the permit does not exceed the IRS de minimis fringe benefit maximum value.

- b. All nominees not selected for the Staff Recognition will receive:
 1. Acknowledgement of their nomination at the spring Employee Development Day.
 2. Publication of their names in the College newsletter.

3. BACKGROUND

1. References: Internal Revenue Service Publication 5137, *Fringe Benefit Guide*
2. Revision history: 06/09/2010, 05/25/17(added reference to IRS regulations)
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 06/09/2010

COCONINO COMMUNITY COLLEGE