



# 2025 Employee Recognition Program STAFF WHO SOAR!

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## Program Overview

In partnership with Staff Senate, we have enhanced the look and feel of Salisbury University's Employee Recognition Program by integrating technology, modifying monthly recognition and adding a new exclusive end-of-year celebration. Our vision is to utilize technology to publicly share peer to peer appreciation ensuring that all staff member's contributions are acknowledged while recognizing at least 5 team(s) members as monthly winners. The program will be rebranded to **"Staff Who Soar,"** to celebrate the diverse talents and efforts of all levels of our staff across the university. \*

## Employee Recognition Programs

Our proposal is to institute two distinct approaches exemplifying the importance of Employee Recognition. Together, these programs encourage both spontaneous recognition and more structured acknowledgment of outstanding efforts within the team.

- The **"Staff Who Soar"** nomination program encompasses more significant achievements and contributions, reflecting a higher level of impact within the organization. An example of this would be, "Charles worked with the campus community to develop a recognition program using Viva Engage so peers can recognize each other," showcasing his initiative and leadership in promoting a culture of appreciation among colleagues for the entire campus.
- We plan to institute the **Viva Engage** program located in Microsoft Teams which will focus on small, one-time kudos, allowing employees to acknowledge their peers for everyday contributions. For instance, a simple recognition might state, "Charles always answers his phone and provides me with a quick answer," highlighting his responsiveness and support.

*\*We also welcome Faculty's participation!*



## **“Staff Who Soar” Recognition Initiative**

To elevate our recognition efforts, we propose a **“Staff Who Soar”** initiative that highlights a maximum of **FIVE** exceptional staff members **or teams** each month. This enhancement aims to increase recognition across all divisions of the campus vs. recognizing one individual.

### **Nomination Process:**

- Similar to past years, employees will submit an electronic nomination form for their nominations. *(Form has been better positioned on the website for easier submission)*
- Employee Experience will send out a systemic monthly email near the 20<sup>th</sup> of the month reminding Staff Members to nominations are open for the month.
- The nomination deadline is the 1<sup>st</sup> of every month.
- Those nominations will then be compiled by Employee Experience and a validation will occur to ensure employees are not on corrective action, in the process or retirement, exiting their position, etc.
- The selected “Winning” team member or team will identified by Employee Experience and the Staff Senate by the 15<sup>th</sup> of month.
- Each winner or team will be recognized the following month with a visit from **“The Gull Patrol”** a group of enthusiastic team members who will celebrate the winner along with their coworkers and management team.
- Those team members who are not selected as a **“Staff who Soar”** will still be highlighted individually via email by the Employee Experience Team.
- The pool of winners is reset each month – no hold overs - however can be re-nominated throughout the year.
- Nominations will be sent directly to the nominee with nominator redacted

### **Recognition Benefits:**

- Each selected employee will receive a Staff Who Soar insulated tumbler.
- A dedicated feature on the Employee Spotlight Section of the HR landing page will showcase the monthly winners, allowing the entire campus to celebrate their accomplishments.
- Year End Winners in each category will receive a one-of-a-kind award produced right on campus!



## **Enhanced Community Engagement via Viva Engage**

To strengthen connectivity and appreciation among staff, we will implement a platform integrated with Microsoft Teams, “**Viva Engage**”. This platform will enable staff to share praise and recognition openly, focused on small, one-time kudos, tagging colleagues and supervisors for enhanced visibility and engagement.

### **Features:**

- A “Facebook” like platform will showcase and share recognition and appreciation, for team members.
- HR will compile recognition data for reporting purposes, emphasizing the collective contributions of staff.
- Team Members will get “real time” recognition for their quick win contributions.

## **End of Year Awards Ceremony**

In addition to monthly recognition, we will sunset “Employee of the Year” and introduce an enhanced End of Year Awards ceremony to honor employees and teams for their significant contributions throughout the academic year.

### **Award Categories and Descriptions:**

- **Emerging Talent Award:**
  - Recognizes a team member in their first five years at Salisbury University who demonstrates initiative, strong performance, and a desire to grow and contribute meaningfully.
- **Distinguished Contributor Award:**
  - Honors a staff member with a long-standing record of excellence, consistency, and commitment to the university’s success through their daily work, leadership, or mentorship.
- **Collaboration of the Year:**
  - Recognizes a team or project that exemplifies exceptional collaboration, teamwork, and collective achievement. This award celebrates the power of working together to achieve common goals.
- **Team of the Year:**
  - Recognizes a cohesive team whose collective efforts made a significant and measurable impact on their department or the broader campus community.
- **Innovation in Action Award:**



- Acknowledges an individual or team implemented creative or practical solutions that improved operations, services, or campus life.
- **Campus Community Impact Champion:**
  - Honors a staff member who actively contributes to creating a welcoming, inclusive, and supportive campus through outreach, volunteerism, or day-to-day actions.
- **Service Excellence:**
  - Recognizes a staff member who consistently delivers exceptional service, whether to students, faculty, colleagues, or visitors going above and beyond to meet needs.
- **Unsung Hero:**
  - Honors an employee whose work is often unseen but essential to campus success, someone who shows reliability, pride, and excellence in their role.
- **Mentorship & Guidance Excellence:**
  - Honors an individual who has demonstrated exceptional mentorship, guiding and supporting colleagues in their professional development and contributing to a culture of learning and growth.

#### **Nomination and selection process:**

- A communication will be drafted by the Employee Experience Team each **spring**, requesting submission of the above nomination categories allowing peers to recognize their colleagues.
- A separate selection committee will be formed to select the winners.
- The awards ceremony will now be conducted as its own event with all nominees invited to a pre-event reception.

#### **Nomination process for those without computers:**

- Posters/Post Cards with 2 different QR codes will be developed to link to the “Staff Who Soar” nomination page and the other to the “Employee Spotlight” page to see who the winners are.
- These posters/postcards will be placed throughout highly visible Team Member areas such as breakrooms, department offices, employee lounges etc.
- Team Members will scan the QR code to nominate a Team Member.

#### **Expected Outcomes** The proposed enhancements aim to:

- Boost staff morale and job satisfaction through monthly public recognition.
- Engage more participation in the Employee Recognition Program.



- Recognize the diverse contributions of staff, leading to increased engagement and motivation.
- Encourage teams to work together to achieve one of the above yearly awards.

### **Budget Considerations**

- The technology platform will be integrated into existing systems, minimizing additional costs.
- Currently looking at pricing for insulated tumblers.
- Budget allocations will be made for awards, certificates, and event management for the End of Year ceremony.

## **New Logos**



SALISBURY UNIVERSITY  
*Staff Who Soar*  

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**WINNERS**



SALISBURY UNIVERSITY  
*Staff Who Soar*  

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**NOMINEES**

