

Staff Senate Recommendation to the VP of Administration & Finance

Originating Body:	Staff Senate (SUSS)	Originator:	Vanessa Collins, SUSS Chair
Date Submitted:	3/16/2022	Requested Effective Date:	7/1/2022

Background: As part of the Employee Recognition Program, employees may be nominated for the Employee of the Month award by anyone within our campus community. Monthly winners are also eligible for the Employee of the Year award. Faculty and students are not eligible for this award. This is a staff-only award, yet Staff Senate does not participate in the review and selection of employees for this honor. Staff Senate feels strongly that a member of SUSS should be included on the Selection Committee to review and recommend nominees for Employee of Month (and Year). We feel the addition of a Staff Senate member will provide a perspective not currently included on the current selection committee. Additional concerns from staff are the perception that the review process is a bit of a mystery. We understand confidentiality but we still feel strongly that a representative of Staff Senate should be included on the Selection Committee.

Recommendations:

1. Include a member of Staff Senate as part of the selection committee for both the Employee of Month and Employee of the Year Awards beginning on July 1, 2022, for the fiscal year 2023 cycle.
2. Update the current procedure within the Employee Recognition Program.

Attached: Salisbury University Employee Recognition Program – Effective July 1, 2012

Date Approved by the Staff Senate:

<i>Vanessa Collins</i>	3-16-22
Chair, Staff Senate	Date
<i>Joe Brough</i>	3-16-22
2nd Chair, Staff Senate	Date

Action Taken by VP of Administration & Finance

_____ Recommendation Accepted _____ Recommendation Not Accepted

_____ Recommendation returned to the Originating Body for further review (see attached)

Disposition for Approved Recommendation

_____ President	_____ VP Student Affairs
_____ Staff Senate Chair	_____ VP Admin & Finance
_____ Consortium Chair	_____ School Deans
_____ Webmaster	_____ AVP Institutional Equity

Salisbury University Employee Recognition Program

Effective July 1, 2012

Salisbury University's dedicated employees play a vital role in fulfilling the University's mission of offering excellent, affordable education to our students and to cultivate and sustain a superior learning community. The Employee Recognition Program provides opportunities to recognize employees' dedication, commitment and contributions to the strength, success and reputation of the University.

Annual Service Award Luncheon

During the annual Service Award Luncheon, usually held in the spring, recognition is given to staff and faculty for their years of service as SU and Maryland State employees. Milestones of service recognized are five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, and forty years of service. Thirty, thirty-five and forty year recipients receive a plaque and may select a close colleague to offer brief remarks regarding their employment during the ceremony. All other recipients receive a certificate and/or pin reflecting their years of service.

Staff Employee of the Month Award

The Staff Employee of the Month Award program was implemented July 1, 2007, and is designed to acknowledge those eligible employees who have demonstrated job excellence that benefits the department/unit, school, and/or campus in one or more of the following areas:

- **Outstanding Performance:** The employee demonstrates continued outstanding performance in work and genuine customer service to the students, staff, faculty, parents, or other customers whom he or she serves.
- **Teamwork:** Serves as a highly effective and cooperative team member in carrying out the goals of the department or unit; is a positive influence on managers, peers, supervisors, subordinates, and the University community.
- **Creativity:** Originates an innovative/creative activity that benefits the University community, designs a system that results in time and dollar savings for the institution, responds to a unique situation or benefit with creative problem-solving, or drafts new protocols or procedures that simplify or ease work demands.
- **Organizational Abilities:** Shows special leadership skills in accomplishing department or unit goals and objectives and/or strong organizational abilities leading to greater department or University effectiveness.

Who is an eligible employee?

An eligible employee is a union or non-union SU staff employee in a PIN or Contingent status, in good standing and who has been employed for a minimum of one (1) year at Salisbury University. Student workers and faculty are not eligible for this award.

One award *may* be presented monthly to an eligible employee in a PIN or Contingent status. Employees can only be selected as Employee of the Month one time every three (3) years.

Who can nominate someone for Employee of the Month?

Any SU colleague may nominate an eligible employee to be recognized as the Employee of the Month.

How can an employee be nominated for Employee of the Month?

The EOM Nomination Form is available on the Human Resources web site. Completed forms can be emailed to the Human Resources Office, Room 153, Holloway Hall, or employees can submit the form to their supervisor who will forward it to the Vice President. Nominations will be accepted at any time. A nomination will be kept in the EOM pool for one (1) year from date of receipt.

On a quarterly basis, each Vice President will forward a minimum of three nominees to Human Resources that they have received or developed based on feedback or comments about extraordinary service. An initial review of nominees will be performed in the respective VP areas and a minimum of three (3) nominees will be forwarded to Human Resources with a brief statement describing the reason for the nominee to be worthy of the selection beyond the basic requirements of his/her job. The Employee of the Month Nomination Form should be used for this purpose.

Though not required, the nominator may wish to provide additional supportive materials (such as previous letters of commendation, created brochures or policies, and letters of support). Supporting materials must be limited to a maximum length of six (6) pages.

Who selects the Employee of the Month?

The Employee of the Month Selection Committee, composed of the Chief of Staff, the Vice President of Administration & Finance and the Associate VP of Administration & Finance for Human Resources (or designees of each respective area), with input from the Executive Staff and/or designee, will review the nominees on a quarterly basis and recommend the EOM winners for the three months of the next quarter to be forwarded to the President.

Winners will typically be announced during the first work week of each month.

What does the winner of the Employee of the Month Award receive?

The selected Employee of the Month will receive a framed certificate from the President of Salisbury University along with three gift cards, \$25 value each: 1) Gift Card to the SU Bookstore, 2) Gift Card to the Regal Cinema movie theater in the Salisbury Center Mall, and 3) Gift Card to a SU alumni-owned restaurant in Salisbury. In addition, an announcement of the winner will appear in the SU News, a photograph of the winner will be placed on the Employee Recognition Program web site and the Employee of the Month Wall, for a period of one (1) year, and a press release will be submitted to the Daily Times for placement in their publication.

At the end of the fiscal year, the Selection Committee will make a recommendation to the President and the Executive Staff for the selection of the **Employee of the Year**. The winner will receive a one-time bonus of \$1000 and a staff parking pass for the following fiscal year.

**Employee of the Month Award
Nomination Form**

The Employee of the Month Award is designed to acknowledge eligible employees who have demonstrated excellence which benefits the department/unit, school, and/or campus.

Please complete the information below, sign, and send any additional supportive materials to the Human Resources Office, Room 153, Holloway Hall. You may send via email to masabol@salisbury.edu

I wish to nominate the following individual for Employee of the Month:

Employee:
Job Title:
Department:
Nominated by:
Nominator's Job Title:
Department:

If your nominee is selected, do you want your name included in the campus announcement? Yes No

Signature: _____ Date submitted: [Click here to enter a date.](#)

Please describe how the employee has demonstrated outstanding individual and/or team job performance in contribution to the University's values, goals, and objectives. Consider the following questions and use the text fill box below titled "Reason for Nomination" to answer one or more questions or explain other reason(s) for the nomination.

Did or does the employee:

- Go above and beyond what is expected in their job?
- Display creativity, leadership skills, team work, or excellent customer service?
- Show strong organizational abilities with a project or assignment? What did/does he/she do?
- Suggest a new process or idea that saves time, money or effort, or positively impacts department or team?
- Complete a significant project ahead of schedule or exceptionally well?
- Display commitment to excellence/outstanding service?
- Exhibit a positive influence on co-workers, managers, students or the Salisbury community?

Reason for Nomination: [Click here to enter text.](#)