

**Staff Senate Recommendation:** To include a member of Staff Senate as part of the selection committee for both the Staff Employee of the Month and Employee of the Year beginning on July 1, 2022, for the fiscal year 2023; and to update the current procedure within the Employee Recognition Program.

**Response and VP Recommendation:**

Thank you for recommending a role and responsibility for Staff Senate in the Staff Employee of the Month and Year programs.

The purpose of the Staff Employee of the Month program is to recognize eligible employees for their outstanding performance, teamwork, creativity, and/or organizational abilities that demonstrate job excellence within a department/unit, school or the campus. This program is dedicated to recognizing staff. Faculty and student workers are not eligible. The responsibility for advancing nominations is the Vice Presidents and Sr. Vice President/Provost. Each Sr. VP/VP will submit a minimum of 3 nominees to Human Resources on a quarterly basis. The selection committee consisting of the Chief of Staff, the Vice President for Administration & Finance and the Associate Vice President of Human Resources, and/or designees of each respective area, considers nominees on a quarterly basis and recommends with input from the Executive Staff the Employee of the Month winners for three months for the next quarter to the President. At the end of the fiscal year, the Selection Committee makes a recommendation to the President and the Executive Staff for the selection of the Employee of the Year from the Employee of the Month winners.

The current process is the responsibility of the Sr. Vice President/Vice Presidents and provides the ability of the respective units to nominate and recommend to the president eligible staff employees for their outstanding performance or contributions. Staff Senate as well as their members are eligible for these awards. Therefore, to ensure the greatest participation of staff and to protect Staff Senate from having any appearance of conflict of interest and to ensure confidentiality of employee information the Employee of the Month Program should not include membership from Staff.

That being said, the Staff Employee of the Year program should be expanded to include Staff Senate feedback as those awardees, their contributions, and rationale are made public. Staff Senate could present a review of the Employee of the Month winners for consideration by the established Selection Committee for their review of the Employee of the Year award. The Selection Committee recommendations are then presented to the President. The President makes the final decision on the Staff Employee of the Year.

I recommend that the Salisbury University Employee Recognition Program dated July 1, 2012, be modified as follows:

*At the end of the fiscal year, The Selection Committee, consisting of the above noted members, will make a recommendation to the President and the Executive Staff for the selection of the Staff Employee of the Year. Beginning July 1, 2023, Staff Senate, as a body of the whole, will submit annually a review of the prior year Staff Employee of the Month winners for consideration by the Selection Committee. The President will make the final decision on the Employee of the Year winner.*

HR should develop a review form to be submitted to the Selection Committee from the Staff Senate.