FORMAL EMPLOYEE RECOGNITION PROGRAM
AT SHIPPENSBURG UNIVERSITY

1. PURPOSE: To reinforce the concept of the University community through recognition of outstanding performance. Through a recognition program, the University can acknowledge exceptional individual or group contributions to the welfare of the University and can identify an individual or group who has positively impacted their community.

2. SCOPE/APPLICABILITY: All non-instructional staff and administrators (excluding management) of the University, the S.U. Student Association and the S.U. Foundation are eligible.

3. SELECTION CRITERIA: Employees or groups recognized under this program will have made a significant contribution to the University or community clearly beyond the scope of the assigned responsibilities and duties of their position under one of the following categories:

   a. Innovative Idea
   b. Team Effort
   c. Problem Solving
   d. Customer Service
   e. Community/Volunteer Service

   The contribution should be judged by its impact on productivity, enhancement of the University's public image, financial savings, or improved or increased service to a University constituency.

4. PROCESS: Nominations for recognition will be made by any staff member, faculty member, supervisor, administrator or manager. The completed forms will be forwarded to the Human Resources Director who will chair the selection committee. The committee can include, but is not limited to a cross-section of non-instructional staff members and managers (as assigned).

   Prior to voting, the Director of Human Resources will be the only involved party to know the nominee's identity. The Director will remove the names from the nominations before sharing them and will not vote with other committee members. Utilizing anonymity will allow voting committee members to focus on the service or contribution without attaching identity. Final selections of the committee will then be forwarded to the President for final review and award.

   To insure recognition of achievements, nominations can be made as soon as possible after the conclusion of the event or activity to which the achievement is

related. The Human Resources Director will hold early nominations until the end of the year when the selection committee will meet.

5. IMPLEMENTATION: Managers should personally meet with and explain to employees and sub-level supervisors the purpose and process of this program. Any interested employee should be provided with a copy of this protocol as well as nomination forms.

6. RECOGNITION: Individuals who are to be recognized will receive the following accolades:

- Walnut plaque with employee's name, year, category and Staff Recognition – Shippensburg University
- Cash gift
- News coverage in FACT and local newspapers.

The plaque and gift will be presented at the annual staff holiday program along with year-of-service awards.

STAFF RECOGNITION NOMINATION FORM

Name(s) of employee(s)/
Group to be Recognized:

Department/
Work Area:

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_____

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Circle appropriate Category:

Innovative   Problem   Team   Customer   Community/
Idea   Solving   Effort   Service   Volunteer Service

Please provide a clear description of the merits of the performance and its impact on the University and/or neighboring community:

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Attach an additional sheet if more space is required.

Individual Completing Nomination:_____

Please return completed form to the
Human Resources Office