7530 Employee Recognition Program

An all-campus dinner and ceremony at which Recognition Awards are presented shall be scheduled for late in the Spring Term of each academic year serving as a celebration of a year ended well and in recognition of the contributions of all employees. Additionally, employees are recognized for length of service, upon retirement, and outstanding service. All employees shall have the opportunity to nominate their peers for the Outstanding Service Award.

I. Length of Service Awards

Length of Service Awards are given at five-year intervals, for each five years of continuous service. Length of service is measured in whole years of eligible employment (employed at least 1040 hours per year) completed as of September 15 of the calendar year in which the award shall be made.

II. Outstanding Service Awards

A. General Eligibility Requirements

All regular College employees who have been employed for a year (as of September 15th of the past calendar year) and are employed for at least 1040 hours per year are eligible for nomination. (Exception: Nominees and recipients of the Volunteer Outstanding Service Award do not need to be employees of the College.)

B. Criteria for Nomination and Selection

The Outstanding Service Awards are intended to recognize individuals or teams who have performed in an exemplary fashion during the year for which the award is being given. It is not intended to acknowledge how much someone or some team has accomplished - not the quantity but instead the quality of their contribution. If you have been impressed by the quality of someone's or some teams' contribution, extra effort, the style in which they've handled a task or a situation, or their day-to-day consistency in excellence, they would be a good nominee for this award.

C. Constituent Group Awards

1. *Classified*
   In addition to the general eligibility requirements, nominees and recipients of this award must be members of the Classified Staff who meet the general criteria.
2. *Faculty*
   In addition to the general eligibility requirements, nominees and recipients of this award must be members of the Faculty who meet the general criteria.
3. *Professional*
   In addition to the general eligibility requirements, nominees and recipients of this award must be members of the Professional Staff who meet the general criteria.

D. Team Award

In order to be nominated and to receive this award, in addition to meeting the general criteria, teams must:

- Consist primarily of employees who meet the general eligibility requirements
- Consist of at least three and no more than twenty individuals
- Be generally recognized by the campus community as a team and/or work unit with common goals for some significant portion of the year for which the award is given
- Operate with a high level of cooperation and collaboration internally and with the College community as a whole
- Make an outstanding contribution in support of the College's goals, priorities and/or endurables

E. Volunteer Award

In order to be nominated for and to receive this award, in addition to meeting the general criteria, a person must be generally recognized by the campus community as providing an outstanding service contribution to the College on a volunteer basis for some significant portion of the year for which the award is given (cannot be in recognition for service for which a person is paid or elected)

Adopted 07/19/2006