


**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:055	Supersedes Policy Number:
Date: January 13, 1992	Dated:
Subject: Non-Faculty Employee Recognition Program	
Initiating Authority: Vice President For Finance and Administration	TBR Policy/Guideline Reference: N/A
Approved:  President	

General

The purpose of this policy is to establish a procedure for the annual Non-faculty Employee Recognition Program. This includes the selection procedure for the Outstanding Employees of the Year and recognition of Service Award Recipients and Retirees for a given year. The gifts provided to the Outstanding Employees are given out of the generosity and appreciation of the University and are not intended to represent compensation for services rendered.

Outstanding Employee Award (Non-faculty)

- A. Eligibility - To be eligible, an employee must have been employed in a regular, full-time position during the three most recent years ending June 30 of the year of the award. Employees who have been on unpaid leave of absence for more than sixty (60) days during the award year are not eligible during that year. Previous recipients of the award are ineligible for a five-year period. To receive the award, an employee must be actively employed at APSU at the time the award is given, unless the employee has retired during the last two months of the award year. Separate awards will be presented for clerical, support, and administrative/professional employee categories; however, should less than four employees be nominated or accepted for consideration in a category, the University retains the option not to present an award for that category.

- B. Nominating Process - During March of each year, the Payroll/Personnel Office (Personnel) will distribute nomination forms to each APSU department and publicize the Outstanding Award through MONDAY'S MEMO, THE ALL STATE, and APSU WAPX radio station. Any regular employee of the University may nominate an employee for the clerical, support, or administrative/professional categories. Employees making nominations will complete the nomination form at Appendix A and return to Personnel on or before the nomination deadline. Justification is limited to the space provided on the form.

After the nomination is received in Personnel, the Nominee Acceptance Form (Appendix B) is sent to the nominee with a cover letter indicating the date to return the form to Personnel. This is a voluntary participation program. The nominee completes the form only if interested in being considered for the award. The acceptance narrative is limited to the space provided on the form. If the nominee chooses not to return the Nominee Acceptance Form, he or she forfeits the right to be considered for the Outstanding Employee Award.

After the Nomination Acceptance Form is received in Personnel, the Departmental Recommendation Form (Appendix C) will be sent to the Department Supervisor of departments that work frequently with the nominee. These are identified by the nominee on the Nominee Acceptance Form.

After all forms have been returned, Personnel will compile a packet for each nominee consisting of the Nomination Forms, the Acceptance Forms, Departmental Recommendation Forms, and the employee's latest performance evaluation. No other documentation will be allowed in the packet. The packets will be used by the judges during the selection process.

- C. Judges/Selection Process - The Assistant Director of Personnel, Personnel Assistant, Chair of the Support Council, and a representative from the Development Office will recommend three judges for the selection process. Judges will consist of one off-

campus representative in a personnel related job, for example: City Personnel Manager, Trane Employee Relations Manager, etc.; one member of the APSU faculty; and one APSU alumni, not employed at the University. Personnel will schedule meetings for the judges to be briefed on the overall process. Judges will then review all nominations for the awards to select those to be interviewed as finalists.

Personnel will schedule times for the interview process. The judges will consider information obtained from the nomination packet and in the interview process in making their selections. A winner and an alternate will be selected for each category. Points for each will be awarded in the categories shown on Selection Criteria Form at Appendix D.

- D. This form will be returned to Personnel with the nomination packet. The results are kept confidential until the day of the awards ceremony.

Service Awards

Each year, non-faculty employees who have completed five-year employment milestones are recognized by the University at the Annual Employee Awards ceremony. Awards consist of APSU Service Recognition pins indicating various lengths of service with the University.

Retiree Recognition

Each year, non-faculty employees who retire during the year will be recognized by the University at the Annual Employee Awards ceremony. Each retiree will be given a straight-backed chair, a rocking chair, or another appropriate gift in appreciation for their service at APSU.

Annual Employee Awards Ceremony

Each year, the Employee Awards Committee will plan and host an awards ceremony. All employees of the University will be invited to attend. Award recipients, judges, the Employee Awards Committee, and the previous year's Outstanding Employee Award winners will be guests of the University at the ceremony. Senior administrators will present the Service Award Pins to employees. The President or a designated representative will present the Retiree and Outstanding Employee Awards. The Outstanding Employee Awards will consist of a plaque and a \$500 cash gift.

Publicity

The Public Affairs Office will publicize the names of nominees and

award winners in the LEAF CHRONICLE, the first MONDAY'S MEMO, and in an early fall issue of THE ALL STATE. A summary of the employment history and accomplishments of each retiree and outstanding employee award winner will be compiled and provided to the President prior to the awards ceremony.

Appendix B

Nominee Acceptance Form

Please complete this form and return to the Personnel Office if you wish to be considered for the Outstanding Employee Award.

Name _____

Phone:

Work _____

Address _____

Home _____

Department _____

Supervisor _____

Years worked in this Department _____

Years worked at APSU _____

List all other departments with which you have frequent contact in the performance of your current duties:

List all APSU events you have attended regularly during the past year. If you have not attended, briefly explain. If you have attended, was this a part of your job responsibility? _____

(Yes/No)

On what APSU committees have you served and/or what offices have you held during the past year.

Nominee Acceptance Form
Page 2

List ways in which you have been able to improve your job performance during the past year.

Describe your single most outstanding work-related achievement within the last year that has benefited your department.

List community activities in which you have regularly participated during the last year. If you have not participated, briefly explain. If you have participated, was it a part of your job responsibilities? _____

Yes/No

List ways you have furthered your education during the last year.

What seminars and workshops have you attended during the last year? Did you pay to attend the workshop/seminar or was it funded by the University?

Appendix C

**Austin Peay State University
Departmental Recommendation Form
Outstanding Employee Award**

The following employee has been nominated for Outstanding Employee of the Year and has indicated a frequent working relationship with your department. Please answer the following questions and return to the Personnel Office as soon as possible. This form will be considered by the judges for the Outstanding Employee Awards competition.

Nominee's Name: _____

Nominee's Job Title: _____

Nominee's Department: _____

1. Please rate the nominee in each of the following categories:

	Below Average	Average	Above Average
A. Working relationship with your department			
B. Knowledgeable in his/her duties			
C. Communicates effectively			
D. Personality in the workplace			
E. Overall impression of employee			

2. What tasks does the nominee perform that affect your department? How well does the nominee perform those tasks?

Recommendation Form
Page 2

3. If you had a vacant position in your department for which the nominee was qualified, would you be willing to promote the nominee into the position without considering other applicants? (Assume you had the authority to do this.)

Yes No (circle the appropriate answer)

4. Please make any additional comments you feel are appropriate regarding the nominee:

Signature of Department Supervisor: _____

Date: _____

Appendix D

Outstanding Employee Award

Criteria for Selection

		<u>Possible Points</u>	<u>Points Awarded</u>
1.	Most recent evaluation of immediate supervisor	20	_____
2.	Departmental recommendations	20	_____
3.	Contributions to the University	40	
	a. Outstanding single achievement	10	_____
	b. Committee work	10	_____
	c. University support	10	_____
	d. Finds ways to improve job performance	10	_____
4.	Personal Development	10	
	a. Attends seminars and workshops	5	_____
	b. Furthers education	5	_____
5.	Other non-university participation and/or accomplishments	10	_____
	Totals	100	_____