



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

Policy Number: 5:055	Supersedes Policy Number: 5:055
Date: August 13, 2001	Dated: May 6, 1999
Subject: Employee Recognition	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  President: 	

General

The purpose of this policy is to establish a procedure for the Employee Recognition Program. This includes the selection procedure for the Outstanding Employees of the Quarter and 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

- A. Eligibility - To be eligible, an employee must have been employed in a regular, non-faculty position during the two most recent years ending the last day of the employee's anniversary month. Employees who have been on unpaid leave of absence for more than ten (10) days during a quarter or sixty (60) days during the year are not eligible for awards in the quarter or year respectively. Previous recipients of the employee of the year award are ineligible for a five-year period. Recipients of the Employee of the Quarter Award, who do not receive the Employee of the Year Award, are ineligible to be nominated for the Employee of the Quarter Award during the following year. To receive an award, an employee must be actively employed at Austin Peay State University at the time the award is given. An exception will be made for the employee of the year award if the employee has retired during the last two months of the award year. Separate awards will be presented for clerical, support, and professional employee categories.

- B. Employee of the Quarter – Any regular employee (including faculty) of the University may nominate an employee for the clerical, support, or professional categories. Nominations can be submitted at any time during the year; however, to be considered for quarterly competition, they must

be submitted prior to the last Monday of the last month of the quarter (March, June, September, and December). A request for nominations will be sent by the Staff Council Chair (or his/her designee) to all employees during the first month of each quarter. A reminder notice will be sent to all employees by the Staff Council Chair (or his/her designee) by the second Monday of the third month of each quarter. If no nominations are received for a category, no award will be given.

Employees making nominations will complete the nomination form and deposit it in a ballot box on campus or return it to the Human Resources Office. Justification must be submitted in written form. E-mail nominations are acceptable and will be attached to the nomination form. The Human Resources Office will acknowledge receipt of the nominations and will screen all nominations for eligibility by completing the Certification of Eligibility. All Certificates of Eligibility and nominations will be forwarded to the Staff Council Chair. The Staff Council Chair will be responsible for preparing ballots (sample ballot attached) for the vote. Nominations will be attached to the ballots and presented to the Staff Council for selection of winners at the first regular meeting of the following quarter (July, October, January, April). The award for the winners of the Employee of the Quarter will be a plaque, one day of uncharged leave, and a \$50 cash gift.

- a. Voting Procedures – A quorum of the Staff Council (at least 51% of the members) must be present in order to conduct the vote. An e-mail reminder will be sent to all members of the Council by 10:00 a.m. the day of the meeting reminding them that attendance is essential. A council member must be present at the designated meeting in order to cast a vote. If there is no quorum, a special meeting will be called within the following week. Notice of the special called meeting will be sent to all Council members no less than two (2) days prior to the meeting.
- b. If a Staff Council member is on the ballot, the member is ineligible to vote in that category.
- c. A ballot with attached nominations will be given to each Staff Council member. Time will be allotted for reading of the nominations. Discussion concerning the nominees will be permitted only to clarify the identity of the nominee. Negative discussion will not be permitted.
- d. Voting will be conducted by completion of the ballot. After each ballot has been completed, all ballots and nominations will be returned to the Staff Council Chair. (Ballots will be maintained

until the Employee of the Year Awards has been made, then shredded.)

- e. Immediately following the close of the regular meeting, the Chair and Vice Chair will count the votes and ascertain the winner of each category. The names of all winners will be forwarded to Human Resources for preparation of the plaques and checks. Names of all winners will be kept confidential until after the presentation of awards has been made, after which winners will be announced via e-mail to all employees.
 - f. Presentation of each award will be made by a member of the Staff Council, the appropriate Vice President and other supervisor(s).
- C. Employee of the Year - Nominees for employees of the year in each category will be the winner of the employee of the quarter awards during the past year (July-June). Each year, Human Resources will distribute ballots to all regular non-faculty employees to allow them to indicate their preference for the awards. Winners will be selected based upon the results indicated on the returned ballots. The Outstanding Employee of the Year Awards will consist of a plaque, a one-year reserved parking space (designated by a moveable sign), and a \$500 cash gift.

Service Awards

Each year, the University at the Annual Employee Awards ceremony recognizes non-faculty employees who have completed five-year employment milestones. Awards consist of Austin Peay State University Service Recognition pins indicating various lengths of service with the University.

Retiree Recognition

Each year, the University at the Annual Employee Awards ceremony will recognize non-faculty employees who retire during the year. Each retiree will be given one of the following: a straight-backed chair, a rocking chair, or another appropriate gift in appreciation for their service at Austin Peay State University.

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 nominees, the Employee Awards Committee, and the previous year's Outstanding Employee of the Year Award winners will be guests of the University at the ceremony. Division Heads will present the Service Award Pins to employees. The President or a designated representative will present the Retiree and Outstanding Employee of the Year Awards. 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.

Publicity

The Public Relations and Publications Office will publicize the names of the Employee of the Quarter and the Employee of the Year nominees and award winners in the LEAF CHRONICLE, INNERACTION, and in an early fall issue of THE ALL STATE.