

## **Salisbury University Staff Recognition Program (SRP)**

The strength, success, and reputation of Salisbury University rely heavily upon the contributions of our dedicated staff. Currently, recognition is given to staff and faculty for their years of service as Maryland state employees at the annual Service Luncheon but no University staff recognition program exists. As a means of expressing the President's and her executive team's appreciation for the many contributions of Salisbury University staff, President Dudley-Eshbach has directed the Human Resource Office (HRO), in collaboration with the Staff Senate, to create new opportunities to recognize employees who have demonstrated outstanding individual and/or team performance in contribution to the University's values, goals, and objectives.

### **Salisbury University Employee of the Month Award**

The Employee of the Month Award program, which will be implemented July 1, 2007, is designed to acknowledge those eligible employees who have demonstrated job excellence that benefits the department/unit, school, and/or campus in one or more of the following areas:

- **Outstanding Performance:** The employee demonstrates continued outstanding performance in work and genuine customer service to the students, staff, faculty, parents, or other customers whom he or she serves.
- **Teamwork:** Serves as a highly effective and cooperative team member in carrying out the goals of the department or unit; is a positive influence on managers, peers, supervisors, subordinates, and the University community.
- **Creativity:** Originates an innovative/creative activity that benefits the University community, designs a system that results in time and dollar savings for the institution, responds to a unique situation or benefit with creative problem-solving, or drafts new protocols or procedures that simplify or ease work demands.
- **Organizational Abilities:** Shows special leadership skills in accomplishing department or unit goals and objectives and/or strong organizational abilities leading to greater department or University effectiveness.

#### **Who is an eligible employee?**

Up to two separate awards *may* be presented monthly:

- the **Employee of the Month (PIN Position)**, and
- the **Employee of the Month (Contingent I and II, including grant employees)**

An eligible employee is any union or non-union SU staff person in good standing who has been employed for a minimum of one (1) year at Salisbury University. Student workers and faculty are not eligible for this award.

Employees can only be selected as Employee of the Month one time every three (3) years.

### **Who can nominate someone for Employee of the Month?**

Any SU colleague may nominate an eligible employee to be recognized as the Employee of the Month.

### **How can an employee be nominated for Employee of the Month?**

Simply complete an Employee of the Month Nomination Form, describing in 250 words or less how the nominee has shown outstanding individual and/or team performance in her or his job. The nominator should state the reason and rationale for the nominee to be worthy of selection, beyond the basic requirements of his/her job.

The form needs to be signed by the nominator. The review committee will send the nominee's supervisor a copy of the nomination for his/her information and the nominee's supervisor may provide input to the review committee.

Though not required, the nominator may wish to provide additional supportive materials (such as previous letters of commendation, created brochures or policies, and letters of support). Supporting materials must be limited to a maximum length of six (6) pages.

The EOM Nomination Form is available on the HRO website ([www.salisbury.edu/hr](http://www.salisbury.edu/hr)) and in hard copy in the Human Resource Office, Physical Plant Office, Dining Services Office, Information Desk at the Guerrierri University Center, and Blackwell Library front desk.

Email or mail completed forms to the Human Resources Office, Room 153, Holloway Hall.

Nominations will be accepted at any time. A nomination packet will be kept in the EOM pool for one (1) year from date of receipt.

### **Who selects the Employee of the Month?**

The Employee of the Month Selection Committee, composed of two members of the Staff Senate (one exempt and one non-exempt), one non-exempt employee covered by collective bargaining, the Assistant to the President, and the Associate Vice President of Administration and Finance, and one ex-officio, non-voting member of the Human Resources Office, will review all applications on a quarterly basis (July 1, October 1, January 1, April 1) and select EOM winners for the three months of that quarter.

Committee members cannot be considered for the award while serving on the selection committee.

Winners will typically be announced on the first work day of each month.

**What does the winner of the Employee of the Month Award receive?**

The selected Employee of the Month will receive a framed certificate from the President of Salisbury University along with a \$25.00 gift certificate to the SU Bookstore. In addition, an announcement of the winner will appear in the SU News, and a photograph of the winner will be placed on the Employee of the Month Wall, outside of the Human Resources Office, for a period of one (1) year.

In addition, **nominators** will receive two free passes to lunch at the Commons each time they nominate a **successful candidate** for Employee of the Month.

At the end of the fiscal year, the Employee of the Month Selection Committee will make a recommendation to the President and the Executive Staff for the selection of the **Employee of the Year**. The winner will receive a one-time bonus of \$1000.