Staff Recognition Committee
December Report

Committee Members - Betty Hernandez, Zlata Lokteva, and Erika Pierce

Below is a draft proposal the committee is submitting to the Council for review and approval. The committee recommends that we begin promoting in January and submissions will be reviewed and selected in February.

Purpose
The Staff Council recognizes that our staff members play a significant role in determining the success of the university. Putting our staff members first is an important element for the Staff Council. This recognition shows our staff members that they are valued and appreciated for their work, they are important, contributions are appreciated and they play a key role to the success of the university.

Eligibility
- The award is open to all regular and term full- or part-time staff members working for UAA.
- Faculty, temporary employees and student workers are not eligible for this award.
- Nominations are for individual nominations only; group nominations will not be considered.
- Staff members can be selected once in any academic year.

Criteria
A staff member can be nominated based on any of the following criteria:
- **Above and Beyond** - Willing to go above and beyond regular work duties to assist others.
- **Brings Their “Best” Everyday** - Bringing the “best” of themselves to work on a regular basis throughout the year in performing his/her regular job duties consistent good performance in their regular job duties.
- **Exceptional Customer Service** - Always providing exceptional customer service.
- **Good Ambassador** - Being a good ambassador by enhancing/promoting the image of the department, college, program, unit, and/or university by serving on committees and/or works with groups/organizations outside of the university.
- **Healthy Work Environment/Wellness** - Champions sound ideas for positively impacting workplace wellness and treats others with dignity and respect.
- **Initiative** - Exhibits initiative and creativity resulting in improved operating efficiency.
• **Problem Solver** - Suggests creative ways resolve problematic issues and/or uses his/her knowledge and expertise to resolve problems quickly.

• **Positive Role Model and/or Attitude** - Interacts with others in a positive, responsive and cheerful manner.

• **Team Player** - Contributes to a supportive and collaborative team and always willing to lend a hand or assist co-workers with their workload.

• **Thank You** - Thanking a staff member for their hard work, dedication, appreciation, can do attitude, incredible employee, helping out, etc.

The information listed above provides an outline of the criteria for the award. The Staff Council is looking to gain an understanding of who the nominee is through the nomination. Successful submissions will be chosen from those nominations that articulate how the nominee meets and exceeds the criteria through examples and personal stories.

**Submission**
Any staff, faculty, student, and administrator may submit an online nomination for a staff member. Nomination must include:

- Nominee’s name, title, department and email
- Reason for nomination of the staff member that states specifics as to what the staff member’s actions/efforts resulted in
- Nominator’s name, department, contact number and email

Nominator can only nominate one staff member per form. Submissions are due the 1st day of each month. Late submissions will be considered for the following month.

**Process/Selection**
The Governance Coordinator will collect submissions on behalf of the Staff Council.

Any nomination that does not meet the award criteria, or are not in compliance with the above procedures, the Staff Council may reject the nomination or ask the Governance Coordinator to request the nominator to resubmit the nomination. Once requested, the nominator will have 48 hours to resubmit or the nomination will be rejected.

The Governance Coordinator will distribute the nominations to the entire council by the 10th day of each month. Each council member will review and submit their top three choices. The Governance Coordinator will tally up the votes and submit to the co-presidents to determine the award winner.

Award winner will be determined by the 15th day of each month.

**Award**

- Acknowledgement letter signed by the Staff Council co-presidents and presented to the award winner by a council member by the 25th day of each month.
- Copies of the acknowledgement letter will be sent to HR for personnel file and supervisor/department head.
- Goodie/swag bag - filled with items from various colleges/departments/units and possibly gift card from a local vendor – will be included with the letter.
• Permission from award winner if an announcement of their nomination and photo can be posted.

Communication/Announcement
• Name of award winner along with a brief description of the award will be posted on:
  o Staff Council website
  o Staff Council Newsletter
  o Facebook

NOTE: Council members are eligible to be nominated for this award. They cannot vote for themselves should they be nominated. Also, a council member cannot nominate themselves for an award.
Staff Recognition Award

The UAA Staff Council would like to recognize those employees who go the extra mile. There are many ways an employee may contribute to the success of UAA. This may include a suggestion or action approved and implemented by management that improves a process, outstanding customer service, and/or when an employee has gone above and beyond in their regular work assignment or a special project.

WHO CAN BE NOMINATED

- The award is open to all regular and term full- or part-time staff members working for UAA.
- Faculty, temporary employees and student workers are not eligible for this award.
- Nominations are for individual nominations only; group nominations will not be considered.
- Staff members can be selected once in any academic year.

WHO CAN NOMINATE

Any staff, faculty, student, and administrator may submit an online nomination for a staff member.

SUBMISSIONS DEADLINE

Nominations must be submitted by 1st day of each month. Nominations received after the deadline date will be considered for the following month.

SELECTION AND ANNOUNCEMENT

The Staff Council will review all nominations and make their decision by the 15th of each month. Award winner will be notified and recognized on the Staff Council website, Staff Council monthly newsletter, and Facebook.
CRITERIA FOR AWARD

A staff member can be nominated based on any of the following criteria:

- **Above and Beyond** - Willing to go above and beyond regular work duties to assist others.
- **Brings Their "Best" Everyday** - Bringing the “best” of themselves to work on a regular basis throughout the year in performing his/her regular job duties consistent good performance in their regular job duties.
- **Exceptional Customer Service** - Always providing exceptional customer service.
- **Good Ambassador** - Being a good ambassador by enhancing/promoting the image of the department, college, program, unit, and/or university by serving on committees and/or works with groups/organizations outside of the university.
- **Healthy Work Environment/Wellness** - Champions sound ideas for positively impacting workplace wellness and treats others with dignity and respect.
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- **Positive Role Model and/or Attitude** - Interacts with others in a positive, responsive and cheerful manner.
- **Team Player** - Contributes to a supportive and collaborative team and always willing to lend a hand or assist co-workers with their workload.
- **Thank You** - Thanking a staff member for their hard work, dedication, appreciation, can do attitude, incredible employee, helping out, etc.
Nominee Information

*Name
Nominee's First, Middle Initial and Last Name

*Email Address
name@alaska.edu

*Phone Number
(907) 786-5555

*Job Title
Nominee's Job Title

*Department
Nominee's Department

*Criteria
- Above and Beyond
- Brings Their Best Everyday
- Exceptional Customer Service
- Good Ambassador
- Healthy Work Environment/Wellness
- Initiative
- Problem Solver
- Positive Role Model and/or Attitude
- Team Player
- Thank You
- Other

Other Criteria

*Accomplishments
In 250 words or less, please indicate the reason you are nominating the individual. Please state specifics as to what the individual's actions or efforts resulted in.

Nominator Information

*Name
Nominator's First and Last Name

*Email Address
name@alaska.edu

*Phone Number
(907) 786-5555

*Department
Nominator's Department

*Disclosure
- I agree to notify the nominee about the submission.

Submit Cancel