

Staff Recognition Awards

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UM System Staff Recognition Awards

Awards are to be given to outstanding UM System staff members who best reflect honor upon the University. The awards are intended to show appreciation for, and recognition of, individual staff contributions to the University community.

Generally, all benefit-eligible staff members who have been in benefit-eligible position for one year are eligible for nomination.

1. One award (\$1,000 cash award) will be selected by the President for the Presidential Award of the top nominees from the three categories of Administrator, Administrative, and Service.
2. A \$1,000 cash award will be given for the Administrator/Executive Award. Exempt employees with a position director level and above, but below the level of Assistant Vice President position would be posted in the Executive level.
3. A \$1,000 finalist cash award will be given for the Administrative/Professional Award. Exempt employees below the level of director.
4. A \$1,000 finalist cash award will be given in the Service and Support category. All employees classified as office, technical, service or craft who are also non-exempt.
5. A \$200 finalist cash award will be given for Healthy for Life T.E. Atkins Wellness Award.

SubCommittees consisting of UM-SAC members will make the selections. All benefit-eligible staff members may submit nominations. ~~Selection subcommittee members are eligible for nomination only in a category in which they are not involved in the selection process.—~~

President's Award is a special category in which the top ranked nominees from each category (Administrator/Executive, Administrative/Professional, and Service and Support) will be forwarded for this award.

Criteria for Nomination and Selection

Awards will be given to staff members who best represent the University through a combination of criteria who best reflect honor upon the University through a combination of criteria related to job performance, leadership, reliability, and dependability, innovation and creativity, relationship with their associates, along with the ability to relate their work to the mission and goals of the University. Staff may submit more than one nomination, although multiple nominations for the same person will be considered as one. A staff member cannot be a finalist in more than one category with the exception of Wellness Award.

How to Nominate a UM System Staff Member

Complete the form provided for nomination via email from UM SAC.

Nomination forms will be accepted by a UM SAC member who receives the nomination electronically. Send the nomination to umsac@umsystem.edu. Deadline for nominations: ~~May xx, xxxx~~ will be 6 weeks prior to Staff Recognition Picnic.

For more complete information about the awards, contact any UM SAC member or the system office of human resources.



2012 UM Staff Award Nomination Form

Deadline for Nominations: Tuesday, May 15, 2012

Return completed forms to umsac@umsystem.edu

(Please type nominations)

The University of Missouri System is proud to recognize employees for outstanding contributions to our organization. The five awards given to UM System employees are described below:

1. Recognition Awards are intended to show appreciation for, and recognition of, individual staff contributions to the University community. Awards are given to UM staff members who best reflect honor upon the University through a combination of criteria related to job performance, leadership, reliability and dependability; innovation and creativity; relationship with their associates; and dedication to the University and community. Each honoree will receive a \$1,000 cash award. Awards are given in three categories:
 - Service/Support (Hourly)
 - Administrative/Professional (Salaried)
 - Administrator/Executive (Salaried)
2. The President's Award is given to the top nominee from the three categories of Recognition Awards (listed above). Direct nominations are not accepted for this award. The honoree will receive a \$1,000 cash award.
3. The *Healthy for Life* Award recognizes a UM System employee who has made health and wellness a priority in their life; inspires others to prioritize health and wellness; and finds ways to create a healthy work climate within his/her department. The honoree will receive a \$200 cash award.

Eligibility:

- Full-time (75% FTE or greater) UM System employees who have been employed with UM System for a minimum of one year are eligible for nomination and may submit nominations for any category.
- Staff may nominate more than one person, and teams or units may submit a nomination for an employee, but multiple nominations for the same person will be considered as part of a single nomination.
- Staff members who were the winner of any award are not eligible to be considered in any category for three years. A list of recipients from the past three years is available at: <http://www.umsystem.edu/ums/hr/sac/srw>.

2012 UM Staff Award Nomination Form

Return completed forms to umsac@umsystem.edu by May 15

Nominee Information	Nominator Information
Name:	Name:
Position:	Position:
Department:	Department:
Phone:	Phone:

Which award are you nominating the staff member for? *(Please check only one)*

- Service/Support (Hourly); please fill out page 3
 - For employees classified in job groups Office, Clerical, Technical, Service, or Craft
 - Common titles: Administrative Assistant, Executive Assistant, Procurement Support Specialist, Administrative Associate
 - Finalist receives a \$1,000 cash award

- Administrative/Professional (Salaried); please fill out page 3
 - For employees in job groups below the level of Director
 - Common titles: Cash Management Specialist, Business Technology Analyst, HRIS Specialist, Assistant Director, Manager
 - Finalist receives a \$1,000 cash award

- Administrator/Executive (Salaried); please fill out page 3
 - For employees in titles at Director level or above, including executive titles but excluding Vice Presidents and Chief of Staff
 - Common titles: Director, Assistant/Associate Vice President, Controller
 - Finalist receives a \$1,000 cash award

- Healthy for Life* T.E. Atkins University of Missouri Wellness Award; please fill out page 4
 - Full-time (75% FTE or greater) employees
 - Finalist receives a \$200 cash award

Service/Support, Administrative/Professional, Administrator Nominations

1) In what capacity have you known the staff member?

2) Please provide examples of the employee's:

a) Outstanding performance, abilities and quality of work:

b) Initiative and innovation:

c) Dedication to the local and university community:

Healthy for Life T.E. Atkins University of Missouri Wellness Award

Please provide examples of how the employee:

- 1) Has made health and wellness a priority in his or her life:
- 2) Inspires others to prioritize health and wellness:
- 3) Finds ways to create a healthy work climate within his or her department:

UM System Staff Recognition Awards Program

Definition of Terms

These are meant to only provide guidelines not be all inclusive.

Job Performance

Refers to how well the employee exhibits outstanding job performance in one or more areas, exhibits pride in what he/she does, and how well the employee accepts the overall responsibility above and beyond the duties required of the position.

Human Relations and Interpersonal Skills

Refers to how the employee relates to others in performing the duties required of the position and to the positive manner in which the employee conducts him/herself within the University community.

Dependability and Reliability

Both terms refer to the manner in which the employee can be counted on to carry out his/her duties in an accurate manner and how well the execution of these duties is performed. These terms also refer to the availability and flexibility of the employee during times of need.

Leadership

This term refers to the degree of loyalty, pride, allegiance, positive attitude, and respect for others that the employee exhibits in helping to carry out the mission and purpose of the University of Missouri.

Citizenship

This term refers to how this person shows quality of individual's responsibility or contributions to his or her community (social behavior).

UM System Staff Recognition Awards Program Rules and Regulations

Purpose

The purpose of the staff recognition awards program is to honor employees who have exhibited outstanding performance at the University of Missouri as a UM System employee. Some of the basic qualities exhibited in outstanding performance include: conduct and courtesy within the University community; pride in work; outstanding performance in one or more job-related areas; dependability and reliability; service to the University, exclusive of job responsibility; and good human relations skills.

Awards and Eligibility

Any UM System staff member who is benefit eligible and classified in one of the four categories below is eligible to receive a recognition award. (Benefit eligible is defined as a minimum of 75% FTE with appointment duration of at least one year). All staff is eligible to receive an award. Staff currently serving on UM SAC are not eligible to receive awards. Also, staff members who have won an award are not eligible for three years.

1. Category 1 – Service and Support

Any UM System benefit eligible employee who holds a position classified as office, technical, service or craft, who is also “non-exempt,” is eligible for this award. The winner will be selected on basis of having demonstrated outstanding job performance, leadership, achievement, dependability, reliability, and citizenship within the University community.

2. Category 2 – Administrative/Professional

Any UM System benefit eligible employee who holds an exempt position below the director level in the administrative/professional classification is eligible for this award. The winner will be selected on basis of having demonstrated outstanding job performance, leadership, achievement, dependability, reliability, and citizenship within the University community.

3. Category 3 – Administrator

Any UM System benefit eligible employee who holds an exempt position of director level and above (would be posted as Executive level position), is eligible for this award. The winner will be selected on the basis of having demonstrated outstanding job performance, leadership, achievement, dependability, reliability, and citizenship and has demonstrated meritorious support to staff within the University community. This award will only be given if nominations received meet the requirements. The subcommittee may have a number of nominations that meet the requirements and may select up to 3.

4. Special Category – President’s Award

Any UM System benefit eligible employee is eligible for this award. The winner will be selected on the basis of having demonstrated outstanding job performance, leadership, achievement, dependability, reliability, and citizenship within the University community.

5. Healthy for Life - Wellness

Any UM System benefit eligible employee are eligible for this award. The winner will be selected on the basis of having demonstrated healthy priorities in their life, provides inspiration to coworkers to prioritize their health/wellness, and creates a healthy work climate in his/her workplace.

UM System Staff Recognition Awards Program Procedures

Selection

Awards will be made annually. The staff recognition committee made up of SAC members will go through a narrowing of nominations to semi-finalists. Semi-finalists will be contacted for a short in-person or conference call interview. SAC will also contact the semifinalist's supervisor for letters of recommendation. Then the final selection of award finalists in each category (except the President's Award and Wellness Award) will be made by the committee. The President's Award finalist will be chosen by the President based on the recommendation of the committee. The Wellness Award will be chosen by the Director, T.E. Atkins Healthy for Life University of Missouri Wellness Program.

Funding

UM System Administration funds will be used for the awards and the supporting program.

Committee

A committee consists of ~~will be formed from~~ current UM –SAC members. ~~A UM-SAC member will chair the committee.~~ The responsibility of the committee will be to review and evaluate nominations, interview in person or by phone the nominee, review letters of recommendation from the supervisor, and to select and/or make recommendations for the awards.

Outline of the Process

1. Nomination forms distributed (electronically)
2. Nomination forms collected and forwarded to UM-SAC members
3. UM SAC Chair to complete a series of steps prior to forwarding to the committee.
4. The committee reviews nominations and scores to determine top semifinalist.
5. The committee to call or interview the semifinalist nominee to help in developing scores. The committee will determine 3-5 short questions to ask.
6. The committee will also contact semifinalist supervisor to request letters of recommendation.
7. With interview and supervisor information the committee will score all the nominations and return all nominations materials and score sheets to UM SAC member serving as chair on the committee
8. UM SAC member ~~serving as chair on the committee to~~ will tally all nomination on the group tally sheet
9. ~~UM SAC member serving as chair on the committee to forward all materials to the UM SAC Chair.~~ In the event of a tie, the UM SAC member chair will call a committee meeting to reconsider tied nominations and break the tie. prior to forwarding materials to UM SAC Chair.
10. UM SAC Chair to forward the top ranked nomination from each award to the President for final approval
11. President will approve recommendation or ask for other information from the committee.
12. UM SAC Chair will group all nominations into respective categories and pull the top ranked nomination from the Administrative/Professional and Service & Support categories. These will be the individuals who will receive the finalist awards.
13. UM SAC will get plaques engraved and checks written; to be given at luncheon
14. UM SAC chair will send a letter to all finalists, their supervisor and the appropriate Vice President congratulating them on being finalist.
15. UM SAC Chair will keep in touch with finalist to make arrangements for up to three additional person to attend the luncheon

16. UM SAC Chair will thank all the nominators for taking the time to complete the form and process.

Process

All UM System benefit-eligible staff will be provided with nomination forms (an electronic version via email). Staff will be asked to return the completed forms to UM SAC email.

The UM SAC Chair will do the following steps prior to forwarding the nominations on to committee:

- Collect all nomination forms.
- Check to insure those nominated are benefit eligible, have been employed at least one year, verify title, make sure they've been nominated in the proper category, check to see those nominated meet requirements or if have won an award in the past.
- Divide into proper categories.
- UM SAC Chair will maintain the original nominations and names of nominee and nominator.
- Copy and forward all nomination forms to UM SAC member on committee.

Committee

- UM SAC member will distribute nomination materials to each committee member.
- Each committee member reads all nominations and scores each nomination in order to determine semi-finalist.
- Committee meets to interview in person or by conference call semi-finalist in each category.
- Committee considers recommendation from supervisor.
- Each committee member scores all nominations.
- Each committee member forwards all score sheets to UM SAC member to tally.
- UM SAC member will tally score sheets and forward all nominations to UM SAC Chair. In the event of a tie in any category, the UM SAC member will call a committee meeting to break any ties.
- UM SAC Chair will write committee's recommendation in letter to the President for final approval.
- The President may contact the committee if he needs clarification, has concerns on their recommendation.
- Once the President has made final decision, the President will return any materials and inform the UM SAC Chair.
- UM SAC Chair will pull the top ranked nomination from each category. These nominations will be the finalist for each category.

UM SAC CHAIR

- Order plaques and have checks written.
- Send letter to finalist, with copy to supervisor and appropriate Vice President, informing the recipients they will be receiving an award at the luncheon. Recipients may invite three guests to the lunch.
- Confirm guest list with finalist.
- Archive of all materials related to the committee selection process.

Award Breakdown

- President's Award finalist will receive a check in the amount of \$1,000.
- Administrator/Executive Award finalist will receive a check in the amount of \$1,000.
- Administrative/Professional Award finalist will receive a check in the amount of \$1,000.
- Service and Support Award finalist will receive a check in the amount of \$1,000.
- Healthy for Life Award finalist will receive a check in the amount of \$200.

Employee Name: _____

UM System Staff Recognition Awards Program Scoring/Ranking Sheet - Wellness

This scoring/ranking sheet is provided to record the nomination rating as it pertains to the criteria listed below. *This form is intended to be completed following a candid discussion among each group regarding the nominations. Under no circumstances are the individual scores to be averaged to select the winner. The selection of the award winner will be by consensus of the subcommittee.* The grading scale below is to be used for all nominations:

Excellent: Demonstrates a high degree of performance; serves the purpose and mission of the University; has innovative ideas; provides a good example of work for other employees; shows initiative; has respect of peers and supervisors; and demonstrates loyalty to the University.

Average: Performs the duties of the job well, but no extra involvement in the job or University.

Unknown: Not enough information to answer.

Circle One and Place that number on line at right

	Excellent			Average						Unknown		
Has made health and wellness a priority in his or her life	10	9	8	7	6	5	4	3	2	1	0	_____
Inspires others to prioritize health and wellness	10	9	8	7	6	5	4	3	2	1	0	_____
Finds ways to create a healthy work climate within his or her department	10	9	8	7	6	5	4	3	2	1	0	_____
TOTAL												_____

Employee Name: _____

**UM System Staff Recognition Awards Program
Tally Sheet - Wellness**

Collect all scoring sheets from all subcommittee members and place numbers on appropriate lines and total for each nomination. Once all nominations are tallied, have subcommittee meet and discuss tallied nominations and make final vote.

TOTAL

Has made health and wellness a priority in his or her life

Nomination _____

Inspires others to prioritize health and wellness

Nomination _____

Finds ways to create a healthy work climate within his or her department

Nomination _____

Years of Service _____

Total _____

Employee Name: _____

**UM System Staff Recognition Awards Program
Tally Sheet**

Collect all scoring sheets from all subcommittee members and place numbers on appropriate lines and total for each nomination. Once all nominations are tallied, have subcommittee meet and discuss tallied nominations and make final vote.

TOTAL

Outstanding Performance, Abilities, and Quality of Work

Nomination _____

Initiative and Innovation

Nomination _____

Dedication to the Local and University Community

Nomination _____

Years of Service _____

Total _____