

Business Services
Outstanding Employee Award

Award Description

The Outstanding Employee Award is established to formally recognize and honor outstanding contributions by an employee in Business Services who demonstrates extra efforts that have a positive effect on fellow employees and on the goals and objectives of Business Services and Virginia Tech. This award, which will be given semiannually, will consist of a plaque for the recipient and a monetary award of \$100.

Qualifications for Nomination

Any employee who has not received the award in the current calendar year and who is not currently serving on the Selection Committee can be nominated.

The nominee should have substantially exceeded in quality and/or quantity the performance expectation for the position, objective or assignment. The performance of the employee will have set a standard of excellence and efficiency in relation to the mission of the department.

Examples of actions that constitute performance beyond expected standards are:

- producing high quality of work over an extended period of time, exceeding job requirements
- producing high quantity of work over an extended period of time, exceeding job requirements
- giving extra effort to complete a job or handle a heavier workload
- filling in when unit is short-staffed
- volunteering for and working on special projects
- serving on a committee and contributing to its success
- doing things for others that are beyond job requirements
- performing in an exceptionally courteous and cooperative manner
- being so helpful that others write letters of appreciation
- articulating a vision and planning outcomes
- motivating others and developing positive attitudes
- building an extraordinary work team
- managing conflict with positive resolution
- mentoring personnel
- promoting the value of diversity across the unit
- making special efforts to recognize excellence in others
- creating extra opportunities to develop skills and abilities in employees
- contributing to an exceptionally supportive, team-oriented environment
- special achievement(s)

Nomination Process

Guidelines for Submitting a Nomination

- Nominations of candidates for the Outstanding Employee Award may be made by any employee in the Assistant Vice President for Business Services units.
- A nomination must be approved and signed by the employee's department head verifying that the nominee meets the eligibility and criteria requirements. An employee cannot be approved for nomination if in a probationary status or if there is an active disciplinary action or a "Below Contributor" overall performance rating on the employee's most recent performance evaluation.
- Nominations are accepted throughout the year. However, a nomination should not be submitted more than six months after the accomplishment. Awards will be issued semiannually.
- Nominations are submitted on a nomination form addressed to the Selection Committee and are valid for a period of six (6) months. Nomination forms must be submitted by the 10th of June and December to be considered for that semiannual award.

Evaluation of Nominations

A Selection Committee will be established to evaluate all nominations.

- The Selection Committee is comprised of employees appointed by their respective departmental direction, for a total of seven (7) representatives from the Business Services areas as follows:
 - Air Transportation Services (1)
 - Transportation (2)
 - Printing Services (1)
 - Mail Services (1)
 - Information Technology for Administrative Services (1)
 - Assistant Vice President for Business Services (1)
- Each Selection Committee member will serve on the committee for a period of one (1) year, beginning January 1 and continuing through December 31. The committee representatives will elect a chairperson. The chairperson of the previous year's Selection Committee will act as a non-voting member of the new Selection Committee for the first meeting to ensure a smooth transition.
- Committee representatives will be recognized for their efforts at the close of their term by the Assistant Vice President for Business Services.
- The Selection Committee will meet during the third week of June and the second or third week of December (location and time to be announced).
- Annually in December the Selection Committee will review the awards processes for any possible revisions and will forward any recommendations to the Assistant Vice President for Business Services for consideration.

The Selection Committee will discuss and weigh the facts obtained about each nominee's contribution and vote on which nominee's contribution stands above the others to receive the

award. If a nominee is approved to receive an award, the Selection Committee will notify the Assistant Vice President for Business Services no later than the end of June and December.

Award Process

The Outstanding Employee Award for June will be announced during the first work week of July; the award for December will be announced prior to the Winter Break holidays, if possible. The Assistant Vice President for Business Services or appointee will present the award, which will include a personalized plaque for the employee and acknowledgement of a \$100 bonus in employee's upcoming pay. An acknowledgement of the award will be announced at the Vice President for Administrative Services First Friday event. Awards will be funded by the Business Services operating account.