

Business Services Outstanding Group Award

Award Description

The Outstanding Group Award is established to formally recognize and honor groups of employees in Business Services who work together as a team and who have made outstanding contributions. This award, which will be given annually, will consist of a plaque for display in the work area and a monetary award of \$50 for each member of the group.

Qualifications for Nomination

Any group of employees is eligible to be nominated for the award with one exception; members currently serving on the Selection Committee are not eligible for nomination.

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

Examples of actions that constitute team 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
- volunteering for and working on special projects
- 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

Nomination Process

Guidelines for Submitting a Nomination

- Nominations of groups for the Outstanding Group Award may be made by any employee in the Assistant Vice President for Business Services units.
- Nominations of groups must be approved and signed by the employees' department head verifying that the each 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 three months after the accomplishment. Awards will be issued annually.

- Nominations are submitted on a nomination form addressed to the Selection Committee and are valid only for that review period. Nomination forms must be submitted by November 15 to be considered for that current year. Nominations submitted from November 16 – December 31 will be carried into the following year's review period.

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 quarter 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 the last month in each quarter (location and time to be announced). The annual Outstanding Group Award recipients will be selected at the December quarterly meeting.
- 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 group's contribution and vote on which group's contribution stands above the others to receive the award. If a group is approved to receive the award, the Selection Committee will immediately notify the Assistant Vice President for Business Services.

Award Process

The Outstanding Group Award will be announced prior to the Winter Break holidays, if possible, or during the first work week of the next quarter. The Assistant Vice President for Business Services or appointee will present the award, which will include a personalized plaque for the group's work area and acknowledgement of a \$50 bonus in each member'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.