The McMicken College of Arts and Sciences
Recognition and Reward Program for Staff Members

The McMicken College of Arts and Sciences Recognition and Reward Program is a means to recognize and reward staff members with two purposes:

1) “Exceptional Performance Award” - Performance that has a significant impact upon the mission of their department or college and the university;
2) “Above and Beyond Professionalism Award” - Providing exemplary quality service to a student, group of students, or parents of their own unit or another campus unit.

Eligibility
All staff members including represented and non-represented and full and part time are eligible for an award. The financial reward is a one-time payment. An employee may receive more than one award in a year, but the total of all awards cannot exceed $2000 in a fiscal year. Although it is expected that funding will come primarily from the individual unit, limited funds in the college budget may be set aside each year for this purpose.

Criteria
In order an employee to be nominated for an award that person:

- Must have established continuous employment within the college for a minimum of one year
- Must have maintained an overall satisfactory performance during the preceding twelve months
- Must be free of any kind of disciplinary action

1. Exceptional Performance Awards are to acknowledge the contributions of a staff member or team of staff members that have had a profound effect that goes beyond achieving their annual objectives or beyond what is commonly considered as “doing a good job.”

Award Amounts: Recommendation range from $500 to $1000.

Submission of Recommendations: Submitted recommendations will be reviewed once a year.

Some examples are:

- Significant contribution to the fulfillment of goals and objectives of the department, college or university;
- Exceptional work performance beyond the prescribed expectation of an employee’s job description;
- Creative ideas or solutions using strategies which increase efficiency and the effective use of resources, or which strengthen the image of the department or college;
- Exceptional management aimed at making systems more efficient and processes more streamlined, effective and valuable;
- Significant and continuous increase in service, quality of work or productivity;
- Significant improvement or enhancement of the quality of work life in ways that make a substantial difference for colleagues.
2. **Above and Beyond Professionalism Awards** are to acknowledge a staff member’s exemplary customer service at the unit level.

**Award Amounts:** Recommendation amount is up to $500.

**Submission of Recommendations:** Recommendations may be submitted continuously throughout the year with bi-annual review.

Some examples are:
- Assisting a student, parent, staff member, faculty member or community member in an unusually difficult situation;
- Organizing a major one-time event, departmental move, or lab configuration/reconfiguration;
- Mentoring a new staff member;
- Assisting another unit during a transition period;
- Receiving a job related certification;
- Recommending operational improvements;

**Procedure for Nomination and Award**

- Department or unit submits recommendation form to the dean’s office;
- College Staff Award Committee reviews nomination and makes recommendation to the dean for approval;
- After reviewing the nominating materials and recommendations, the dean will make a determination and notify the department head regarding recommended award;
- College business office will process Personnel Change Request (PCR) to award approved bonus through the payroll system.
- The Dean may review a nomination in lieu of the College Staff Award Committee in time-sensitive situations to facilitate the award process.

The McMicken College of Arts and Sciences may suspend or discontinue the program at any time for any reason.

*Note: The program is not to reward longevity or to substitute for annual increases, additional duty pay (ADL), temporary workload pay (TWL), or overtime pay (OTP).*

*Note: Effective July 1, 2007, the University directive has been removed. Bonus payments are allowable.

*Note: During the period July 2006-June 2007 this program is on hold in order to comply with the University directive that no additional payments or bonus payments are allowable unless required by contract.*