

## **Employee of the Month Award Procedures**

### **Purpose**

The purpose of the Employee of the Month (EOM) Award is to recognize outstanding accomplishments and/or service by classified staff employees of Casper College.

### **Employee of the Month Selection Committee**

The EOM Selection Committee Co-Chairs, and the three (3) winners from the previous award period will oversee the EOM selection/notification process.

### **Eligibility**

All benefited, non-probationary, classified staff who work a minimum of twenty (20) hours per week are eligible for the award. Previous recipients will be eligible for nomination after three (3) years of last award.

### **Benefits of receiving award**

- A certificate for a day off with pay to be taken within one (1) year.
- A certificate for 50% off one item at the Casper College Bookstore.
- An Employee of the Month Recognition Certificate.
- In addition to formal documentation up to four letters of support submitted along with the nomination form will also be placed in the employee's personnel file.
- Award notification posted on CC website.

### **Nomination Process**

Nomination form is located at:

<https://www.caspercollege.edu/sites/default/files/documents/staffalliance/eom-nomination-form.pdf> Nominations must be submitted with at least one letter of support by the following deadlines:

- January - March recipients must be submitted by December 15
- April - June recipients must be submitted by March 15
- July – September recipients must be submitted by June 15
- October – December recipients must be submitted by September 15

The nominee's accomplishments or service should be specific and/or unique and should occur in the course of performance of the employee's regular duties or in the course of participation in any college-sponsored event. Nominations and additional support documentation will be accepted from supervisors, co-workers, students, or anyone who has regular contact with the nominee. A maximum of four (4) letters of support and/or supporting documentation will be allowed for each nomination. Supervisory approval is encouraged but is not a requirement.

If a nomination is received from one of the winners for the previous 3 years, the nominator will be notified when their nominee will be eligible again.

Nominees should be commendable and serve as an example to others. Qualities of previous winners include:

- Active participation in college sponsored events
- Going the extra mile in their work position
- Displaying a positive attitude
- Volunteering when a need arises

## **Selection Process**

- The EOM selection process will be performed in December, March, June, and September each year with 3 winners chosen during each process.
- Personnel files will be checked by the Director of Human Resources to assure that no current formal documentation exists in the file that could disqualify the recipient; for example, letters of reprimand or formal warnings.
- Human Resources will notify the EOM Selection Committee Co-Chairs of eligibility and address any questions regarding ineligibility. An ineligible nominee will be withdrawn from the EOM process. EOM Selection Committee Co-Chairs are responsible for collecting the award nomination information, and meeting with the committee members on a quarterly basis to select 3 winners.
- The minimum number of selection committee members will be five (5). In the instance that one of the current committee members is unavailable during the selection meeting a Staff Alliance Executive Committee member or members will be appointed by the chair of the Staff Alliance to serve as (a) selection committee member(s) to bring the total number of committee members to five (5).
- All nomination information and supporting documents must be reviewed by each member of the selection committee. Confidentiality will be stressed.
- Final selection of the recipients is determined by the EOM Selection Committee based on results from nomination survey form and the EOM scoring sheet.
- The three highest point recipients are selected along with one alternate.
- The top three (3) names will be drawn at random by one of the EOM Selection Committee Co-Chairs to determine the order in which awards are given. The alternate will be awarded in the event of any vacancies created by an unannounced winner disqualification or the employee's termination of employment at Casper College.
- Nominees who are not selected will automatically be reconsidered for one (1) additional award period.

## **Announcement Process**

- The EOM Selection Committee Co-Chairs will prepare an email to send to all campus employees announcing the EOM winner each month.
- Certificates are prepared and sent to the Executive Assistant to the Casper College President who makes arrangements for a personal presentation of the award by the president.
- The President's Executive Assistant will prepare and mail to the recipient the award letter.
- A copy of the notification letter will also be sent to the Human Resources office for placement in the recipient's personnel file.

Records of the EOM nominations and awards will be kept by the EOM Committee for a period of three (3) years to coincide with the three (3) years of ineligibility of previous award winners. All procedures are subject to annual review by the Casper College Staff Alliance Executive Committee.

## **Recipient Responsibilities**

- Recipient will receive a certificate for 1 day off with pay to be taken within one (1) year. This certificate along with a copy of the letter received from the President's office will need to be taken to Human Resources (GW 402) in order to receive benefits. This needs to be done within 2 weeks of receiving award certificate.