

Guidelines for Selecting Employee of the Month

Nominees must be employees that work at or for WVU Parkersburg and have completed their six month probationary period.

Employees of the Month will be selected using the following criteria:

- Recognize outstanding employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own offices.**
- Acknowledge those whose efforts have inspired and supported the performance and achievement of others.**
- Demonstrates a positive attitude toward work responsibilities, co-workers, and customers, and services as a role model for others.**
- Commitment to quality in carrying out job responsibilities, and is an asset to WVU Parkersburg.**
- A willingness to exercise servant leadership, take initiative, and accept and carry out additional responsibilities beyond the regular job assignments for the good of the campus community as a whole.**

The Employee of the Month Nomination Form must be completed and submitted electronically or e-mail to a designated Staff Council member.

Nominations can be made by faculty, staff, administrators and students.

There is no limit to the number of nomination forms that can be submitted for an individual employee or the number of times an employee can be nominated. The limit of times an employee can be named employee of the month is once per calendar year.

All nominations must provide a recommendation and the name of the individual making the nomination. Unsigned nominations forms or nominations without a specific reason for the employee's recommendation will not be considered.

A designated Staff Council member will collect all of the nomination forms.

Nominees for Employee of the Month will remain on the nomination list for no more than three months unless re-nominated.

Copies of the nomination forms will be distributed to members of the Employee of the Month Selection Committee which includes voting members of Staff Council, ex-officio non-classified staff member and ex-officio faculty member at the regular monthly meetings, prior to voting for the Employee of the Month.

The Employee of the Month Selection Committee will review the nomination list and use the criteria listed above along with the recommendation received on the nomination form as a basis for selecting the Employee of the Month.

Once the nomination list has been provided to the Employee of the Month Selection Committee, no additional nominations will be submitted.

The Employee of the Month Selection Committee will place their vote for Employee of the Month by secret ballot.

The ballots will be collected and counted by Staff Council President.

Staff Council President will be responsible for announcing the Employee of the Month selection.

Note: In case of a tie the Employee of the Month Selection Committee will vote again by secret ballot to break the tie. If the Committee is unable to break the tie between two individuals, Staff Council Chair will make the final selection.