

## OUTSTANDING SERVICE AWARD

---

### **OPERATIONAL DEFINITIONS AND GUIDELINES**

1. In all cases the recommendee will be required to explain how the employee has performed well above expectations. An Outstanding Service Award form, provided by the Vice President of Human Resources, Development, and Engagement will serve as the genesis for the Outstanding Service Award.
2. The word sustained means at least the three most recent consecutive years.
3. The word outstanding means that the employee consistently exceeded the expectations for the position (during the most recent three years), made an exceptional contribution, or provided a special service to the College.
4. An individual may not receive such an award more often than once every three years.
5. The amount of the award will be the maximum amount (*less taxes*) specified annually by the Board of Trustees.
6. The Vice President of Human Resources, Development, and Engagement shall review the nominations and recommendations for outstanding service. The administrative review process is as follows: The Outstanding Service Award recommendation will be prepared by the recommendee with concurrence of the supervisor and forwarded to the Vice President of Human Resources, Development, and Engagement. The Vice President of Human Resources, Development, and Engagement may convene a committee which will recommend approval or denial of the award. The Vice President of Human Resources, Development, and Engagement will review the committee's recommendation and either approve the recommendation or send a disapproved response to the recommendee with an indication of the reasons for not supporting the recommendation. In the latter case, the recommendee will be advised that the matter may be appealed to the Senior Vice President for Administrative and Fiscal Services. Such award shall be made a part of the employee's personnel file.
7. The Vice President of Human Resources, Development, and Engagement will see that all supervisors and the Staff Council are informed of these operational guidelines.

## OUTSTANDING SERVICE AWARD

---

Name of Nominee: \_\_\_\_\_ Position Number: \_\_\_\_\_

Position Title: \_\_\_\_\_ Length of Time in Position: \_\_\_\_\_ years

---

This award is being nominated for (*please check one*):

Employee consistently exceeded expectations in the **MAJORITY** of their primary work responsibilities over the last three (3) years. (**Use Attachment A.**)

**OR**

Employee made an exceptional one-time contribution to the College. (**Use Attachment B.**)

---

Recommended by:

Name	Title	Date
_____ Supervisor's Signature	_____ 	_____ Date
_____ Concurring Signature ( <i>optional</i> )	_____ 	_____ Date
_____ Concurring Signature ( <i>optional</i> )	_____ 	_____ Date

---

**INSTRUCTIONS:** Nominator and/or Supervisor shall:

1. Complete this form together with appropriate attachments. If originating from another area, the form should be submitted through the nominee's immediate supervisor.
2. After review, sign and date the form.
3. Obtain supporting documentation from others concurring with the recommendation.
4. Forward to the Vice President of Human Resources, Development, and Engagement along with either Attachment A or Attachment B.

OUTSTANDING SERVICE AWARD

---

Name of Nominee: \_\_\_\_\_

Position Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

**PRIMARY WORK RESPONSIBILITIES: COMMENTS RELATED TO EXCEEDS EXPECTATIONS**

State how normal expectations have been exceeded e.g., additional (same level) duties, quantity and quality, sustained period of time, cost savings, etc. (*Use additional sheets if more space is required.*)

---

---

OUTSTANDING SERVICE AWARD

---

---

Name of Nominee: \_\_\_\_\_

Position Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

**EXCEPTIONAL CONTRIBUTION TO THE COLLEGE ON A ONE-TIME BASIS:** (*Use additional sheets if more space is required.*)