

## Staff Senate Recommendation to the VP of Administration & Finance

<b>Originating Body:</b>	Staff Senate (SUSS)	<b>Originator:</b>	Vanessa Collins, SUSS Chair
<b>Date Submitted:</b>	3/16/2022	<b>Requested Effective Date:</b>	7/1/2022

**Background:** As part of the Employee Recognition Program, employees may be nominated for the Employee of the Month award by anyone within our campus community. Monthly winners are also eligible for the Employee of the Year award. Faculty and students are not eligible for this award. This is a staff-only award, yet Staff Senate does not participate in the review and selection of employees for this honor. Staff Senate feels strongly that a member of SUSS should be included on the Selection Committee to review and recommend nominees for Employee of Month (and Year). We feel the addition of a Staff Senate member will provide a perspective not currently included on the current selection committee. Additional concerns from staff are the perception that the review process is a bit of a mystery. We understand confidentiality but we still feel strongly that a representative of Staff Senate should be included on the Selection Committee.

**Recommendations:**

1. Include a member of Staff Senate as part of the selection committee for both the Employee of Month and Employee of the Year Awards beginning on July 1, 2022, for the fiscal year 2023 cycle.
2. Update the current procedure within the Employee Recognition Program.

**Attached: Salisbury University Employee Recognition Program – Effective July 1, 2012**

**Date Approved by the Staff Senate:**

	3-16-22
Chair, Staff Senate	Date
	3-16-22
2nd Chair, Staff Senate	Date

**Action Taken by VP of Administration & Finance**

\_\_\_\_\_ Recommendation Accepted      \_\_\_\_\_ Recommendation Not Accepted  
 \_\_\_\_\_ Recommendation returned to the Originating Body for further review (see attached)

**Disposition for Approved Recommendation**

_____ President	_____ VP Student Affairs
_____ Staff Senate Chair	_____ VP Admin & Finance
_____ Consortium Chair	_____ School Deans
_____ Webmaster	_____ AVP Institutional Equity

**Effective July 1, 2012**

Salisbury University's dedicated employees play a vital role in fulfilling the University's mission

One award *may* be presented monthly to an eligible employee in a PIN or Contingent status. Employees can only be selected as Employee of the Month one time every three (3) years.

**Who can nominate someone for Employee of the Month?**

Any SU colleague may nominate an eligible employee to be recognized as the Employee of the Month.

**How can an employee be nominated for Employee of the Month?**

The EOM Nomination Form is available on the Human Resources web site. Completed forms can be emailed to the Human Resources Office, Room 153, Holloway Hall, or employees can submit the form to their supervisor who will forward it to the Vice President. Nominations will be accepted at any time. A nomination will be kept in the EOM pool for one (1) year from date of receipt.

On a quarterly basis, each Vice President will forward a minimum of three nominees to Human Resources that they have received or developed based on feedback or comments about extraordinary service. An initial review of nominees will be performed in the respective VP areas and a minimum of three (3) nominees will be forwarded to Human Resources with a brief statement describing the reason for the nominee to be worthy of the selection beyond the basic requirements of his/her job. The Employee of the Month Nomination Form should be used for this purpose.

Though not required, the nominator may wish to provide additional supportive materials (such as previous letters of commendation, created brochures or policies, and letters of support). Supporting materials must be limited to a maximum length of six (6) pages.

**Who selects the Employee of the Month?**

The Employee of the Month Selection Committee, composed of the Chief of Staff, the Vice President of Administration & Finance and the Associate VP of Administration & Finance for [REDACTED] Executive Staff and/or designee, will review the nominees on a quarterly basis and recommend the EOM winners for the three months of the next quarter to be forwarded to the President.

Winners will typically be announced during the first work week of each month.

**What does the winner of the Employee of the Month Award receive?**

The selected Employee of the Month will receive a framed certificate from the President of Salisbury University along with three gift cards, \$25 value each: 1) Gift Card to the SU Bookstore, 2) Gift Card to the Regal Cinema mobtie12 72 ten (o)5 (t)-2 (he)car0 g(dy(t)-2 i)-2 (d (r)3 (t)-2 (e)-1

**Employee of the Month Award  
Nomination Form**

The Employee of the Month Award is designed to acknowledge eligible employees who have demonstrated excellence