The Performance Award Program for staff employees recognizes outstanding work on a project by one or more employees, which goes beyond normal expectations of excellent job performance. The program contains four levels of recognition depending on the scope and impact of the project on the university.

Awards should be indicative of extraordinary job performance in an employee’s assigned area of responsibility, or excellence in an area that is outside of the employee's normal job duties.

**President’s Award for Exceptional Performance**

**Dollar Award**
$2,000

**Recognition Gift**
Framed certificate

**Presentation**
Award is presented by the president at an employee meeting or other major gathering of the university community.

**Award Criteria**
This award is presented for exceptional individual performance. The person receiving this award is one who has used strong leadership in carrying out a major project over an extended period of time. The project has a significant impact on the entire university.

**Media Coverage**
University Communications and Marketing and Human Resources are notified and make the decision about appropriate media coverage.

**Award of Excellence**

**Dollar Award**
$1,000

**Recognition Gift**
Framed certificate

**Presentation**
Award is presented by the president or a vice president at an employee meeting or staff meeting

**Award Criteria**
This award is presented for excellent individual performance. The person receiving this award is one who has used strong leadership in carrying out a major project over an extended period of time. The project has a significant impact on the majority of university departments or the entire university.

**Media Coverage**
University Communications and Marketing and Human Resources are notified and make the decision about appropriate media coverage.
**Award of Achievement**

**Dollar Amount**
$500

**Recognition Gift**
Framed certificate

**Presentation**
Award is presented by the president or a vice president at an employee meeting or staff meeting.

**Award Criteria**
This award is used to recognize the achievements of one or more individuals who have worked together to carry out a major project over an extended period of time. The project usually has a significant impact on multiple departments and often impacts the entire university.

**Media**
University Communications and Marketing and Human Resources are notified and make the decision about appropriate media coverage.

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**Award of Appreciation**

**Dollar Amount**
$100

**Recognition Gift**
Framed certificate

**Presentation**
Generally awarded by the head of the department at a function within the department.

**Award Criteria**
This award is in recognition of a larger group effort where each individual had a part in completing a major project over an extended period of time. The project significantly impacts their department and often has an impact on the entire university.

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**Award Procedures**

1. All nominations for the President’s Award for Exceptional Performance, the Award of Excellence, and the Award of Achievement are presented in writing from the head of a department to a vice president. Nominations should clearly describe the project, accomplishment or achievement, and the impact to the university and/or department, with a strong focus on how the achievement exceeds expectations for excellent job performance.
2. If the vice president concurs with the nomination from the department head, or if the nomination originates with the vice president, it will be reviewed by a committee composed of two members of each division (one 01 and one 02), plus the President’s Executive Assistant, with a recommendation to approve or reject the request. Meetings will be chaired by the Sr. Director of Human Resources who will only vote if there is a tie. Committee members will be chosen annually by each vice president.
3. The committee’s review and recommendation will be given to the nominating vice president. Based on the committee’s response, the vice president may then submit his/her nomination to the president, with the committee’s recommendation.

4. When awards are approved by the president, the nominating vice president will notify Human Resources of the awards. Human Resources will then:
   - Request the check for the award amount (all checks will be grossed up to the award amount) to be paid to the awardee through a check generated by the Payroll Department and charged to the awarding department’s salary budget. For the President’s Award, the Award of Excellence, and the Award of Achievement, the awardee’s department will initiate a budget transfer from university contingency funds to the department’s salary budget to offset the charge for the award check. The Award of Appreciation charge is to be funded by the awardee’s department.
   - Schedule the presentation (if it is to be at an employee meeting)
   - Provide a framed award certificate
   - Place a copy of the nomination memo in the employee’s file
   - Recognize the achievement in Inside Story (when appropriate).