

# A&BS Employee Recognition Program

**Purpose:** Recognize and reward work and behaviors that support/further the mission, goals, values, and initiatives of Administrative & Business Services.

## Summary of Guidelines

### 1. Eligibility

A&BS employees who have successfully completed their [probationary period](#), if applicable; and are on active pay status or on an approved unpaid leave.

### 2. Award Frequency

- Awards will be given twice in a fiscal year (October and April).

### 3. Nomination Process

A&BS employees are encouraged to nominate eligible employees/teams throughout the fiscal year by completing the [A&BS Employee Recognition nomination form](#). The categories for these awards are:

- **SAFE – Safety Award for Excellence or Safety Awareness for Everyone**

This award is for teams and/or individuals who:

- Excel in creating and maintaining a safe and healthy workplace
- Hold an excellent workplace safety record (i.e. no accidents/injuries in the last year or longer)
- Reports hazards, slips, trips, falls, near misses, etc. in a timely manner

- **IDEA – Innovate Discover Encourage Achieve**

This award is for teams and/or individuals who:

- Developed an idea that moved the division and the campus forward or continuously comes up with creative ideas by producing a wide-range of suggestions
- Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit
- Demonstrates significant improvements in student or staff services or enhanced student or staff satisfaction
- Participates in collaborative problem-solving, breaking down boundaries and/or creating new relationships to improve the way work gets done
- Embraces change as an opportunity for growth and innovation
- Takes a proactive and innovative approach toward finding sustainable solutions to business challenges
- Demonstrates a high degree of financial responsibility coupled with sound judgement

- **CARE – Customer Appreciation Repeatedly Expressed**

This award is for teams and/or individuals who:

- Takes the initiative to improve the value and efficiency of the services they provide
- Maintains a consistently high quality of service to campus customers including students, faculty, staff, alumni, and external clients
- Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others
- Builds strong relationships with customers; proactively reaches out to learn about customer goals and interests; stays aware of customer needs, concerns, and satisfaction

- Serves as role models to others through positive and productive client and colleague relationships
- **HERO – Helping Everyone Realize Opportunities**  
This award is for individuals who:
  - Takes initiative to solve problems and improve work situations without being prompted
  - Demonstrates reliability, perseverance, and focus on results
  - Helps others by sharing knowledge of university practices and resources or job-related skills
- **TEAM – Together Everyone Achieves More**  
This award is for teams and/or individuals who:
  - Works effectively as part of a team to successfully accomplish a task or meet a goal
  - Builds effective collaborative relationships across different groups of departments within the organization to define and solve problems
  - Creates a team environment that promotes communication, trust, cooperation, and respect for differences
  - Develops a partnership that seeks input and involvement of those affected by decisions
  - Successfully reach achievements that exemplify campus or systemwide collaboration
- **EPIC – Exceptional Personnel In the Community (Ron Cortez, VC A&BS award)**  
Awarded to an employee who best exemplifies and contributes to university's strategic plan, core ideas, and values.

Recipients of this award is chosen by Ron and can be given out as warranted.

#### 4. Award Review and Approval

All A&BS Employee Recognition nominations will be reviewed and approved by a review committee on a bi-annual basis. The committee will be comprised of a chair and three or four members of the A&BS Senior Manager Staff.

The review committee will evaluate the information on the nomination form against the criteria of each nomination category. If a majority of the category criteria are represented in the nomination, then the individual and/or team will be selected and identified.

Submission deadline:

- September 1 is the deadline for October awards.
- March 1 is the deadline for April awards.

#### 5. Funding

A&BS Employee Recognition awards are to be accommodated within A&BS' budget.

#### 6. Award Recognition

Awards of a catered luncheon (not to exceed limits outlined in [BUS-79](#)) will be hosted by Administrative and Business Services' Vice Chancellor for all recognized A&BS employees for exceptional contributions in specific categories bi-annually (October and April). This luncheon will occur during regular business operating hours. In addition, the employee will receive a letter of recognition signed by the A&BS Vice Chancellor, and a signed copy will be retained in the employees personnel file.