

Employee Awards Program – Agnes Scott College

Delivering the Promise

At Agnes Scott College, we devote all of our energy and resources to our students and their future so the education they experience today gives them an edge for achievement in the world of tomorrow.

Overall Guidelines:

- Ø For individual awards, employees must be employed with Agnes Scott a minimum of **three** years to be eligible.
- Ø Nominees do not have to meet ALL criteria to be eligible. However, the nominator should explain as clearly as possible why the individual or office is being nominated and what the nominee demonstrates on a daily basis (particularly as it relates to the achievement of the mission and the promise) to deserve the award.
- Ø A call for nominations for these awards will go out annually during the fall semester.
- Ø Once an employee wins an award, she/he is no longer eligible to win for the following **five** years.
- Ø No self-nominations will be accepted.
- Ø Nominations should be based on meaningful work and not popularity.
- Ø Awards will be presented annually at the college's Holiday Party in December.

Individual winners receive a framed certificate and a \$500 check. Administrative office winners receive a framed certificate and \$500 to spend on a party or office improvement.

CATEGORIES AND CRITERIA

1. Hourly Staff Member - designed to recognize one hourly staff member who exhibits exceptional service and dedication to achievement of the mission and the promise of the college.

Eligibility – all current non-exempt (hourly) employees who have held regular, full-time positions (35 hours/week or more) for at least three years.

Nominations for the award may be submitted by any regular employee of the college and will be in writing, based on the criteria listed below. Nominations will be made on a form provided on the College's Intranet. The recipient will be chosen by a committee composed of VPs and director of HR. Overall performance record with the college, consultation with her/his supervisor and information presented on the nomination form will be taken into consideration when choosing the recipient of this award.

Criteria:

Superior effort and dedication: Explain how the individual has rendered hours of excellent service well beyond the norm. This employee has been readily available to meet the needs and demands of her or his position and the college.

Special contributions: Explain how this employee has successfully completed a difficult project or put forth new ideas or concepts that have resulted in significant service, operational or financial improvements.

Exceptional leadership: Explain how the employee has exhibited leadership above the norm by assuming extra responsibilities over and above their regular job and/or over and above others in the department, or filling in for vacant positions to assist the department in achieving goals or enhancing service.

Attitude: Explain how this individual demonstrates, through her or his behavior and demeanor, a significant contribution to the overall spirit of the institution.

2. Administrative Support Staff (Non-Manager) – designed to recognize one outstanding administrative staff member who exhibits exceptional performance, effort and achievement in her/his role and in the achievement of the overall mission and promise of the college.

Eligibility – all current exempt and non-exempt (salaried) administrative, non-managerial employees who have held regular, full-time positions (35 hours/week or more) for at least three years.

Nominations for the award may be submitted by any regular employee of the college and will be in writing, based on the criteria listed below. Nominations will be made on a form provided on the College's Intranet. The recipient will be chosen by a committee composed of VPs and director of HR. Overall performance record with the college, consultation with her/his supervisor and information presented on the nomination form will be taken into consideration when choosing the recipient of this award.

Criteria:

Superior performance: Explain how the individual has demonstrated superior performance in contributing to the success of college programs, operations or special projects in support of the mission and the promise of Agnes Scott College.

Significant singular contribution: Explain this individual's role in a key project or task which had a significant impact on the college as a whole.

Professional achievement: Explain any significant contributions the individual has made on her/his profession in the college community or higher education as a whole. This individual is considered a leader among peers.

3. Manager/Supervisor, Program Manager – designed to recognize one supervisor or program manager who exhibits superior management or supervisory skills in leading her/his team or program in accomplishing the mission and the promise of the college.

Eligibility – all current supervisors who have held regular, full-time positions (at least 35 hours/week or more) in a supervisory capacity for at least one year and have been employed by the college for at least three years.

Nominations for the award may be submitted by any regular employee of the college and will be in writing, based on the criteria listed below. Nominations will be made on a form provided on the college's Intranet. The recipient will be chosen by a committee comprised of VPs and director of HR. Overall performance record with the college, consultation with her/his supervisor and information presented on the nomination form will be taken into consideration when choosing the recipient of this award.

Criteria:

Employee performance: Describe how the supervisor demonstrates skill and knowledge when preparing performance evaluations and/or in conducting positive performance meetings with employees. Give examples of positive performance motivation demonstrated by this supervisor.

Employee training and development: Explain how the supervisor coaches, trains and develops her/his staff in an exceptional manner, providing opportunities for skill building. Explain any direct interaction the supervisor has with employees through hands-on training that sets an example for others.

Outstanding leadership: Explain how this supervisor has demonstrated leadership by providing clear, positive direction to employees and others to ensure the achievement of department and institutional goals. Give examples of how this individual promotes a positive environment and builds trust and teamwork to promote the achievement of the mission and promise of the college.

Individual contribution: Explain how this program manager's individual performance is exemplary and contributes to the overall achievement of the mission and promise of the college.

4. Overall Administrative Excellence – This award will recognize a single administrative office that has demonstrated consistently exemplary work or service to individuals or the college as a whole.

Eligibility – all current administrative offices are eligible.

Criteria:

Superior effort and dedication: Explain why this office has demonstrated excellent business practices, innovative programs or outstanding service to individuals or to the Agnes Scott community as a whole that is well beyond the norm. Include examples of programs or practices this office has implemented to meet the needs and demands of the college in the achievement of the mission and promise of Agnes Scott College.

Special Contributions: Explain how this office has put forth innovative programs or projects that have resulted in significant employee morale service, operational or financial improvements for the office, the division or the college as a whole

5. Breaking down silos - this award will recognize a group of individuals from different departments who come together with a common purpose and the result of their efforts is an improved process for achieving the mission and the promise of the college.

Eligibility – all current employees who have worked together with a common purpose are eligible.

Criteria:

Superior effort and dedication: Explain why this group has broken down silos and facilitated cross departmental collaboration. Explain how the group has improved processes to facilitate the efficient achievement of the mission of Agnes Scott College.

Special Contributions: Explain how this group has put forth innovative programs or projects that have resulted in significant service, operational or financial improvements.

Overall Guidelines:

- Ø For individual awards, employees must be employed with Agnes Scott a minimum of three years to be eligible.
- Ø Nominees do not have to meet ALL criteria to be eligible. However, the nominator should explain as clearly as possible why the individual or office is being nominated and what the nominee demonstrates on a daily basis (particularly as it relates to the achievement of the mission and the promise) to deserve the award.
- Ø A call for nominations for these awards will go out annually during the fall semester.
- Ø Once an employee wins an award, she/he is no longer eligible to win for the following two years.
- Ø Awards will be presented annually at the college's Holiday Party in December.

Individual winners receive a framed certificate and a \$500 check. Administrative office winners receive a framed certificate and special prize.

Please note: The officers may choose not to award in any specific category, if the nominations are not sufficient to merit an award for that particular year.