**Salisbury University Employee Recognition**

 **Program**

**Effective July 1, 2022**

Salisbury University’s dedicated employees play a vital role in fulfilling the University’s mission of offering excellent, affordable education to our students and to cultivate and sustain a superior learning community. The Employee Recognition Program provides opportunities to recognize employees’ dedication, commitment and contributions to the strength, success and reputation of the University.

**Annual Service Award Luncheon**

During the annual Service Award Luncheon, usually held in the spring, recognition is given to staff and faculty for their years of service as SU and Maryland State employees. Milestones of service recognized are five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, and forty years of service. Thirty, thirty-five and forty year recipients receive a plaque and are featured in a slideshow which is shown at the conclusion of the ceremony. All other recipients receive a certificate and/or pin reflecting their years of service.

**Staff Employee of the Month Award**

The Staff Employee of the Month Award program was implemented July 1, 2007, and is designed to acknowledge those eligible employees who have demonstrated job excellence that benefits the department/unit, school, and/or campus in one or more of the following areas:

* **Outstanding Performance:** The employee demonstrates continued outstanding performance in work and genuine customer service to the students, staff, faculty, parents, or other customers whom he or she serves.
* **Teamwork:** Serves as a highly effective and cooperative team member in carrying out the goals of the department or unit; is a positive influence on managers, peers, supervisors, subordinates, and the University community.
* **Creativity:** Originates an innovative/creative activity that benefits the University community, designs a system that results in time and dollar savings for the institution, responds to a unique situation or benefit with creative problem-solving, or drafts new protocols or procedures that simplify or ease work demands.
* **Organizational Abilities:** Shows special leadership skills in accomplishing department or unit goals and objectives and/or strong organizational abilities leading to greater department or University effectiveness.

In addition, nominators will be asked to indicate what Salisbury University core value that corresponds most with their reason for nominating an employee.

**Who is an eligible employee?**

An eligible employee is a union or non-union SU staff employee in a PIN or Contingent status, in good standing and who has been employed for a minimum of one (1) year at Salisbury University. Staff at the director level and above, student workers and faculty are not eligible for this award.

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 a web form <https://forms.office.com/r/YmHrYMqNPb> available on the [HR website](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/employee-recognition-program/). 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, Human Resources will request that Executive Staff submit nominations for their respective divisions 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).

**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 for Human Resources (or designees of each respective area), with input from the 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 be announced during the month they are recognized.

**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 two gift cards: 1) Gift Card to the SU Bookstore valued at $25 and 2) Gift Card to a SU alumni-owned restaurant in Salisbury valued at $50. In addition, a photograph of the winner will be placed on the Employee Recognition Program web site and the Employee of the Month Wall, for a period of one (1) year. The President of SU will invite employees recognized as Employee of the Month to a quarterly luncheon.

At the end of the fiscal year, the Selection Committee with input from Staff Senate, will make a recommendation to the President and the Executive Staff for the selection of the **Employee of the Year**. The winner will receive a one-time bonus of $1000 and a staff parking pass for the following fiscal year.