



Guidelines for the Individual Meritorious Recognition for Contributions to University/Department Specific Initiative or Special Project

I. Purpose

The purpose of the Athens State University “Individual Meritorious Recognition for Contributions to Specific University/Department Specific Initiative or Special Project” is aimed at recognizing employees for single efforts of employee performance that meets or exceeds expectations as defined by the University Vision, Mission, Goals, and College Specific Goals and Objectives. This program allows for individuals who provide outstanding service, implements a substantive new idea, or meaningfully contributes to or designs an organizational initiative that reflects above and beyond that it is expected to be recognized and rewarded for these singular efforts.

II. Eligibility

To be eligible for the Individual Meritorious Recognition for Contributions to Specific University/Department Specific Initiative or Special Project Award, employees must:

- Be a full-time faculty or staff member;
- Be employed in their current position for at least one year;
- Meet expectations in all areas of work.

III. Criteria and Process for Nomination

The contributions of an employee nominated for the “Individual Meritorious Recognition for Contributions to Specific University/Department Specific Initiative or Special Project” should reflect:

- Exemplary single efforts of performance that relates to meeting the University Vision, Mission, Goals, and College and/or Department Specific Goals and Objectives;
- Demonstrable performance that has resulted in direct measures of improvement in one or more of the following areas: Financial, Operational Efficiency/Improvement, Customer Service, Strategic and Organizational Development; and
- All areas of work are meeting expectations (no individual area of work is not meeting or is below expectations as it relates to meeting the University Vision, Mission, and Goals, and the College and/or Department specific Goals and Objectives).

Supervisors should complete the nomination form, and submit it along with supporting documentation (such as annual evaluations from the last two years, award letters, etc.) and letters of support from the nominee’s colleagues/coworkers to the Office of Human Resources. Nominations and supporting materials will be accepted on an ongoing basis. For this pilot year nominations will be accepted through March 15 and should be based on projects accomplished in the prior 12 months.



Nominations for faculty related to excellence in teaching and/or excellence in research, scholarly or creative works will not normally be considered for a special project award since there is an existing Athens State Foundation award for these two areas.

IV. Selection Process

Selection of the “Individual Meritorious Recognition for Contributions to Specific University/Department Specific Initiative or Special Project,” if awarded, is made by the Individual Meritorious Recognition Contribution Award Selection Committee, comprised of the following members:

- Presiding Officer of the Staff Senate;
- Presiding Officer of the Faculty Senate;
- Director of Human Resources;
- Director of the Career Services;
- Assistant Vice President for Academic Affairs;
- Assistant Vice President for Enrollment Management;
- Department Chair for Human Resources Management;
- Business Manager.

If any members of the committee are nominated, the President will appoint a replacement to the committee for that year’s selection process.

The Selection Committee will review the nominations and supporting documentation for all nominees, assess the current merit fund available and make a recommendation of those candidates they believe should be recognized and the recommended award amount/type. The materials for all of the nominees along with the Committee’s recommendations will be forwarded to the Special Assistant to the President who will facilitate adding the portfolios of the nominees to the agenda for discussion and final decision at a scheduled Cabinet meeting in early April. Final recommendations in this pilot year will be made by the Committee no later than April 15, and final approval by the Cabinet and President no later than the end of April. The awards will be publically recognized at an appropriate function at the end of the academic year.

V. Awards

The President will publically recognize and present each Individual Merit Award Recipient during the last Faculty/Staff meeting each academic year in the spring (generally March or April) or during a special award meeting. These incentive awards can be monetary or non-monetary.

Monetary Awards

One time treatment/award ranging from \$25 to up to 2% of base (in lieu of monetary award, non-monetary recognition may be elected and appropriate). The Selection Committee, in collaboration with the Vice President for Financial Affairs, will make a recommendation for the type and amount of the award. The recommendation must be approved by the President.



Non-Monetary Awards**

These award types may consist of a one-time treatment/award of citation, goods or services. These may include, but not limited to:

- Point Program (accumulated points that can be exchanged for desired products or services from online service provider menu)
- Time off with Pay
- Certificate of Recognition
- Recognition Trophy
- Training fund appropriation
- Time off for Personal Projects (i.e. research, community service)
- Time off for Professional Development (i.e. training)
- Retail Gift Cards, Gas Cards, American Express, MasterCard and Visa Prepaid
- Sam's Club Memberships
- AAA Memberships
- Movie tickets
- Oil Change Gift Certificates
- Turkey/Ham Gift Certificates
- Gym Memberships
- Fruit baskets
- Amusement Park tickets
- Entertainment vouchers (i.e. Performing Arts Center, Symphony)

**These non-monetary awards may be "packaged" by offering 2 or more of the above types of recognition based on the level of award deemed appropriate.