APPROVED BY THE COLLEGE COUNCIL
DECEMBER 1995
Revised 10/96
Revised 9/01
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Revised 9/08
Revised 9/15
Revised 9/16

EMPLOYEE RECOGNITION AWARD

POLICY

The Employee Recognition Award citation will be given in recognition of exceptional service through performance, participation, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

At the request of the President, each of the following groups will designate a representative to serve on the Employee Recognition Award Committee: CSEA, PEF, Research Foundation, PBA, M/C Classified, and the College Association. Committee members will be appointed to staggered terms. The Committee is responsible for collecting the nominations, reviewing submissions for proper criteria, and making a recommendation on a recipient(s) to the College Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

ELIGIBILITY

Nominees will be members of the classified staff, including CSEA, PEF, Research Foundation, PBA, M/C Classified, and College Association employees at SUNY Canton.

PROCEDURES

Annually, beginning in the Fall of each academic year, the College will seek nominations for the award.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

Nomination Packet Items

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate "exceptional service."
   Criteria Guidelines:

   a. Effectiveness in Performance: As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, relationship with colleagues, providing innovative solutions to everyday problems, and dedication to improving the quality of work and the working environment.

   b. Participation: As demonstrated, for example, by involvement in campus-related community service, committee work, volunteerism, and/or serving students or the

campus community.

c. Continuing Growth: As demonstrated, for example, by continuing education or enrollment in training programs in the nominee's field of expertise.

2. A complete up-to-date resume *(Committee's Responsibility)*.
3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
4. Optional ~ Additional supporting documentation.

PROCESS

Complete and submit the electronic nomination form by the deadline indicated in the Call for Nominations email.

The Employee Recognition Award Committee will collect and review the nominations and forward a detailed, ranked recommendation(s) with all nominations to the College Council Secretary.

After receipt of the recommendation and nominations from the Employee Recognition Award Committee, the Council Secretary will forward copies of all documents to the College Council for review prior to their spring meeting.

The Council will act on the recommendation and nominations at their spring meeting, where a Committee representative will attend to answer any questions the Council may have. The Council may elect to interview any or all of the nominees.

AWARD

The award will consist of a framed citation and cash award to be awarded at Employee Recognition Day by the Chairperson of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.