

## **Eastern Oklahoma State College Staff Council**

### **Employee of the Month Program**

#### **I. Purpose**

The Staff Employee of the Month program is established for full-time and part-time staff employees of Eastern Oklahoma State College and designed to recognize excellence over and above job responsibilities.

Staff Employee of the Month Selection Committee–The selection committee will be the members of the Staff Council.

#### **II. Committee Voting**

Each Staff Council member will receive a copy of the nominees. They are to review the nominations and rank the nominees according to the criteria set forth in the Employee of the Month evaluation form.

#### **III. Eligibility**

Any full-time or part-time staff member that has been employed for at least six months is eligible except for the President, Vice-Presidents and members of the Staff Council governing body of Eastern Oklahoma State College. It is not required for the nominated/recipient of the Employee of the Month to be a paid member of the Eastern Oklahoma State College Staff Council.

#### **IV. Criteria for Nominating a Staff Employee of the Month**

Nomination forms can be obtained from the Human Resource Office or from any Staff Council Member. Eastern Oklahoma State College supervisors, staff, co-workers, students, or visitors are eligible to submit nominations. Eligible staff members may be nominated for this award for their exemplary achievements or efforts in one or more of the following areas:

- Makes a difference to Eastern Oklahoma State College and/or to members of the campus community.
- Goes above and beyond expectations.
- Excels as a team player
- Strives to bring out the Eastern Oklahoma State College “Spirit” in others.
- Shows outstanding and sustained performance of assigned duties.

#### **V. Rules of Selection**

- Nominations will be accepted from supervisors, staff, co-workers, students, or visitors
- Staff Council members may not submit nominations
- Self-nominations will not be accepted
- All selected employees can only receive the award once in any given twelve (12) month period. Example: If the staff member is the December 2008 Employee of the Month, they are ineligible to be Employee of the Month again until December 2009.
- All nominations must be verified by the nominee's supervisor. Email verification from the supervisor is acceptable.
- Nominations must be received by the last Friday of the month.
- Nominations will not be used multiple months. A new nomination form must be completed each month.

#### VI. Staff Employee of the Month Recognition

Upon selection by the committee, Human Resources will confirm the recognition date with the President's office and notify the Staff employee's supervisor.

The Employee of the Month will receive a coupon good for a free meal in the Eastern Oklahoma State College cafeteria, a certificate suitable for framing, and they will be interviewed by the Statesman office and their name and picture and a small article containing information about the Employee of the Month will appear in the Statesman Newspaper.