

J. C. Hunt Award

Purpose:

The Classified/ Professional Staff Employee of the Year program is to recognize a classified staff or professional staff employee for superior performance at Eastern Oklahoma State College.

Eligibility:

To be eligible for this Award, an employee must

- a) Be a classified or professional employee of Eastern Oklahoma State College (excludes temporary employees, student employees, and tenure track and non-tenure track faculty).
- b) Have at least two years of continuous employment with Eastern.
- c) Have received overall positive performance evaluations.
- d) Have specific or sustained accomplishments that exceed normal expectations.

Criteria:

- a) Employees must be nominated for the award in a well written narrative by any member of the Eastern community which includes staff, students, and faculty.
- b) The President and Vice Presidents are not eligible to receive this award.
- c) A former recipient of the award is not eligible to receive the award a second time.
- d) Nominations are valid only for the current academic year.
- e) The Award will be presented at the Annual Sapphire Ball.
- f) The Staff Council will select a committee of five (5) full time exempt and non-exempt employees to review all nominations and select the J.C. Hunt Award recipient. In addition, a representative from the Human Resource office will be asked to assist the selection committee in an advisory position. The J.C. Hunt Award Selection Committee will select a classified or professional employee based on exceptional contributions to Eastern, fellow employees, and the community as evidenced in the nomination form, in the following areas:
 - 1. Employee conducts himself/ herself in a manner consistent with the values and goals of Eastern Oklahoma State College. Employee demonstrates an above average knowledge of his/her job responsibilities and delivers a high-quality job performance and services.
 - 2. Employee consistently recognizes and meets the needs and requirements of internal/external (where applicable) customers. Employee demonstrates compassion in dealing with the customer, being mindful of how his/her attitude and actions are perceived. Employee uses problem-solving techniques, when necessary, to satisfy the customers' needs and reflects a positive image of the institution.

3. Employee consistently uses a systematic approach to accomplishing his/her responsibilities, taking care to minimize errors. Employee acknowledges and takes pride in ownership of the day-to-day processes for which he/she is responsible and utilizes initiative where necessary to meet overall goals.
4. Employee consistently demonstrates the spirit of teamwork by offering support to fellow employees whenever a need arises for a collective effort in accomplishing a task or goal. Employee takes a positive approach when interacting with fellow employees.
5. Performs “beyond the call of duty” to improve service, quality and the department’s, or Eastern’s image.
6. Exemplifies professionalism and dedication to excellent service by putting forth the extra effort.
7. Makes outstanding contributions of significance to Eastern to fulfill its mission.

Procedures:

- a) Additional nomination forms will be available in the Human Resource office.
- b) The Human Resource office will receive nominations annually. The deadline for submission of nominations will be announced each year.
- c) Non-selection documentation and nominations will be retained on file by Human Resources.