

## **CIVIL SERVICE EMPLOYEE OF THE MONTH AWARD**

### History of this Award:

The Civil Service Employee of the Month (EOM) award program was established in 1997 to recognize and show appreciation to civil service employees of CWU who have demonstrated work and service that is above and beyond their normal job responsibilities.

### Eligibility for this Award:

- Civil service staff, faculty, administrative exempt staff, students, and the surrounding community to CWU may nominate any civil service employee.
- This award is available only to a permanent civil service staff member with a minimum of two years of service, who has not been an Employee of the Month recipient in the 24 months preceding the current selection period.
- Each person who wishes to nominate an award recipient must submit his or her own nomination. Group forms (i.e., one person fills out the form and several people sign it) will be counted as one nomination.
- Only individuals may be nominated—not groups of employees.
- Individuals who have received the Employee of the Year award are ineligible for Employee of the Month awards for 5 years following their Employee of the Year award.

### Procedures for Selection of the Award:

- A nomination form is sent to Employee Council who then notifies HR.
- Candidates are reviewed in Human Resources for any pending HR action. HR then sends the Supervisor Form to the nominee's supervisor, along with a copy of the actual nomination form sent to Human Resources. The supervisor has one month to return the form. If HR receives no response from the supervisor, a copy of the nomination form is sent to the Selection Committee without supervisor comments and a "0" score is given for the area of supervisor's comments.
- If supervisor comments or additional nomination forms come for a candidate that has already been sent to the Selection Committee, the nomination will be re-evaluated to include the new information, while maintaining the original nomination date.
- The Employee of the Month Selection Committee meets once a month to discuss and select one to three candidates to bring before the Employee Council. The Employee of the Month Selection Committee consists of a minimum of three members, at the discretion of the Council. The Vice Chair of the Employee Council acts as the Chair of the Selection Committee. The previous year's Employee of the Year is invited to be a member of this committee. Once a year, the Employee Council will solicit new membership from the general staff population. The committee shall have a diverse representation. The Employee of the Month Selection Committee will remain anonymous.
- Selection Committee members individually score each nominee.
- Names of nominees are entered into a spreadsheet format to determine average scoring for each candidate.
- All nominees are kept in consideration for one year after date received by the Selection Committee or through their separation date from the University, whichever comes first.

- Candidates are selected on the basis of the number of points awarded by the Selection Committee. Points are awarded as follows:

Criteria for grading:

1. Number of Nominations	1-3 points
2. Nominator Comments	1-4 points
3. Supervisor Comments	0-2 points
4. Work beyond standard responsibilities	0-3 points
5. Impact to University/Department	0-3 points

- One to three candidates' names are submitted to the Employee Council at the regular monthly meeting.
- During a closed session, Employee Council reviews and discusses the nominations.
- Employee Council members (delegates and alternates) present at the meeting, vote for the Employee of the Month using a written ballot.
- If there are no nominees that meet the criteria no Employee of the Month will be selected.
- There will be no EOM selected during July and August

Presentation of the Employee of the Month Award:

- Name of recipient is given to the Employee Council Publicity Coordinator.
- The Publicity Coordinator contacts the President's Office, the recipient's supervisor, the Employee Council Chair, and the appropriate CWU publicity person in Public Affairs to make arrangements for a surprise presentation of the Employee of the Month Award.
- The presentation is made by the President of the University or designee and Employee Council Chair or designee. The recipient will receive a certificate and a check at that time.
- Employees of the Month will be invited to have their pictures taken -- to be placed in the Employee of the Month display case and on the web. The President's Office, when they present the award, will include in the packet they give the recipient information about contacting the university photographer to get a formal picture taken.
- The University photographer will send the electronic image to the Employee Council for their web page, and a printed photo to the Employee Council Chair for the bulletin board display. The bulletin board photo will be placed in the employee's personnel file after removal from the bulletin board.

Note: These procedures are subject to change by the Employee Council at any time.

*Last revised: January 16, 2014*