

COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
CLASSIFIED STAFF EMPLOYEE RECOGNITION AWARD  
NOMINATION FORM  
(Please print or type)

Date: \_\_\_\_\_

Nominee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Title: \_\_\_\_\_

Complete this form and attach a brief narrative (no more than one page) explaining the employee's merits as relates to the criteria below.

**CRITERIA:**

The nominee must:

1. Demonstrate professionalism and enthusiasm in the performance of their responsibilities and in their daily interactions with faculty, staff, students and others in their department, college and/or university.
2. Display humanitarian efforts and is instrumental in improving morale.
3. Demonstrate a willingness to help others within the department, college, and/or university.
4. Demonstrate a commitment to his or her professional development and/or encourage the professional development efforts of others.
5. Be willing to take initiative and to accept and carry out additional responsibilities beyond regular job assignments.

**ELIGIBILITY:**

6. The nominee must be a current classified employee within the college or other units that support our college. (For example: personnel, sponsored programs, etc.).
7. The nominee must have been employed by Virginia Tech for at least one year on a full-time basis or the equivalent service on a part-time basis at the time of nomination.
8. A current member of the Selection Committee cannot be considered for recognition. If a current member of the Selection Committee is nominated, that employee shall have two options: a) Have their nomination held until the following year when their service on the committee is completed, or b) Resign from the committee so that their nomination can be considered during the current year.
9. There are no restrictions on the number of times an employee can be nominated. However, an employee cannot be selected as Employee of the Month more than once per year, and cannot be selected as Employee of the Year more than once every five years.

Employee of the Year recipient will be chosen from the previous year's (July-June) winners of the Employee of the Month award.

AWARDS PLAN  
EMPLOYEE OF THE MONTH

Monthly award will be presented to awardee during the second week of the month.

By the 15<sup>th</sup> of the previous month, all nominations will be received by the Selection Committee. A meeting of the Selection Committee will be held by the 26<sup>th</sup> of the previous month.

For example:

Award month – August  
Nominations to Selection Committee – by July 15  
Meeting of Selection Committee – July 26  
Award presented – second week of August

Award to be handled as listed below:

1. Plaque to be completed prior to second week of the month in which the award is presented.
2. President of Staff Association notifies the two departments assisting in the award by the first of the month in which the award is to be presented.
3. A letter from the Dean recognizing the awardee is sent to the awardee with copies to the personnel in the awardee's department, department head and supervisor.
4. Time is scheduled for presentation of the award by the Dean or his representative, and picture taken for the scrapbook.
5. Chair of the Selection Committee will submit an article to the Spectrum announcing the awardee.
6. Awardee is invited to and recognized at the CALSSA staff meeting (done by president of CALSSA). Hopefully this may be achieved at the meeting following the month in which the awardee has been honored.
7. Awardee is recognized at the annual College picnic.

AWARDS PLAN  
EMPLOYEE OF THE YEAR

Employee of the Year award will be presented to awardee at the annual staff picnic.

By the 5<sup>th</sup> of July, the Selection Committee will have named the selected recipient of the Employee of the Year award.

Award to be handled as listed below:

1. Plaque to be completed by Sign Shop.
2. Securing of College or Virginia Tech shirt by Chair of Selection Committee.
3. Awardee is announced at annual College picnic in July.
4. Monetary award of \$250 is secured by the Chair of Selection Committee as soon as the awardee is selected. Note: a two week period is needed which includes the cash award.
5. After the picnic, the Chair of Selection Committee shall submit an article to the Spectrum announcing the awardee. The article should include the past year's awardees.
6. Picture of Dean and awardee is taken at annual picnic.
7. Awardee is invited to and recognized at the CALSSA staff meeting (done by president of CALSSA). Hopefully this may be achieved at the meeting following the month in advance in which the awardee has been honored.