

Employee Recognition Awards Program

Facilities



The Purpose

The intent of the Employee Recognition Awards Program is to recognize employees that strengthen the Facilities team through their remarkable contribution and performance. It includes the efforts of both individuals and small teams working toward fulfilling our mission and the mission of the University of North Carolina at Greensboro.

The Employee Awards Program Committee

Employee Awards Committee Membership and Nominations

The committee will consist of representatives from each area or shop within Facilities with each department selecting its own representative. The committee is made up of both volunteers and appointments totaling 11 people including the chair. Area and Shop representatives will serve 3 year terms, with no more than 50% of the committee rotating during a calendar year. New terms shall be consistent with the beginning of the calendar year.

Committee Responsibilities

The Employee Awards Committee is charged with the following duties. The chair of the employee awards committee will be responsible for working with the appropriate departments or individuals to assure the following:

- Funding from AVC of Facilities is requested to cover the cost of the recognition awards and ceremony
- The appropriate personnel are contacted to make arrangements for the awards event
- The committee shall review and rank nominations for the following awards:
 - Customer Service Award
 - Safety
 - Teamwork and Collaboration
- Create and award certificates to the successful nominees during the awards event.

The Selection Form will include comments and recommendations submitted through Nomination Forms. Nominees will only be identified by a number given by the chair or designee.

Nominations

Awards will be given for Customer Service, Safety, and Teamwork and Collaboration. Individual nominations may be submitted by any UNC Greensboro faculty, staff, coworker or contractor. Students may not submit nominations.



It will be the responsibility of Facilities managers, supervisors, and the committee members to promote the Employee Recognition Awards Program throughout Facilities and the campus community.

Note: All award categories are individual nominations. Team efforts will be recognized publicly at the Awards Event. Certificates will be awarded in these instances per review of the committee.

Recognition Process

The employee recognition process is as follows:

- Nominations are accepted from any UNC Greensboro employee or contractor.
- Nomination forms including a short narrative are submitted to the chair via web, email or hard copy.
- Nominations should be submitted by December 15th for the January awards and May 15th for the June awards.
- Nominations are forwarded to the nominee's immediate supervisor for review and signature.
- Nominations are compiled onto a ballot form by chair or designee.
- The Employee Awards Program Committee shall review and rank nominations.
- The committee chairperson tallies the nominations and presents committee recommendations to the nominee's Department Director for review and approval.
- Nomination forms are available online at the Facilities Operations and Facilities Design and Construction websites. Electronic submission is preferred. Paper forms are also available from:
 - Facilities Operations – Sink Building Business Office
 - Facility Services Office
 - Facilities Design and Construction Business Office
 - Environmental Health and Safety office
 - Sustainability office

Award

The following will be given to each award winner:

- Framed Certificate of Recognition
- Notation in Campus Weekly/Facilities Operations newsletter
- \$100.00 gift card



Customer Service Award

This award is presented to individuals who demonstrate remarkable positive and professional interaction with fellow employees as well as the university community.

Criteria

- Must be a permanent full or part time Facilities employee including Facilities Operations, FDC, EH&S, Sustainability or HUB.
- Should have no disciplinary actions recorded within the last six months.
- Building Commitment- going the extra mile and demonstrating pride in work and/or demonstrating leadership and accountability.
- Communicating Effectively – politely and diplomatically setting clear service expectations, providing consistent and accurate information to the client, volunteering value added services/information, and/or keeping clients apprised of waiting times for provision of service.
- Demonstrates creativity or resourcefulness in assisting customers.

Safety Award

This award is to acknowledge outstanding contributions by University Facilities employees in establishing and maintaining high standards of occupational safety and health activities and achievements within the university.

Criteria

- Must be a permanent full or part time Facilities employee including Facilities Operations, FDC, EH&S, Sustainability or HUB.
- Should have no disciplinary actions recorded within the last six months.
- Must have no accidents (with exception of Band-Aid cases) recorded during period.
- Demonstrating significant improvement over previous conditions.
- Making an extra effort to improve or correct a specific aspect of safety within the workplace.
- Employee properly uses all personal protection and safety equipment.
- An individual who keeps their work environment neat, clean and safe.
- An individual who stands out and leads by example by practicing good safety techniques.

Teamwork and Collaboration Award

This award is to acknowledge outstanding contributions by Facilities employees who have worked together in an exceptional manner to perform an assigned task. This employee has performed beyond the scope of their regular day-to-day job duties and responsibilities.

Criteria

- Must be a permanent full or part time Facilities employee including Facilities Operations, FDC, EH&S, Sustainability or HUB.
- Should have no disciplinary actions recorded within the last six months.

Demonstrated a combination of the following:

- Solicited the input of others who are affected by plans or actions.
- Listened to all points of view.
- Found areas of agreement when working with conflicting individuals or groups and built consensus.
- Identified and pushed for solutions in which all parties benefited.
- Demonstrated concern for treating people fairly and equitably.
- Gave credit to and recognized others who contributed.
- Kept all relevant individuals and groups informed and up-to-date.
- Readily got cooperation of others for whom he or she had no direct supervisory responsibility.
- Took into account the university as a whole when making or recommending decisions.

Selection Process

The chair of the Employee Awards Committee will convene the committee for the Summer Award Month of June and for the Winter Award Month of January.

The committee members will then be instructed on the following:

- All discussions of the committee are confidential.
- The committee is not to accommodate conversations from the nominators or nominees unless they are in response to specific questions from the Employee Awards Committee.
- Changes may not be made to nomination forms.
- Employee Awards Committee members are not to be lobbyists for nominees from their particular areas. The representation from different areas is intended to assure expertise for evaluating different work tasks, skills and knowledge.
- It is not mandated that the Employee Awards Committee come up with a specific number of individuals for recognition.
- No more than three (3) awards will be given for each respective period of eligibility.
- The Employee Awards Committee will make final decisions on all winners.
- The Selection Form will include comments and recommendations submitted through Nomination Forms. Nominees will only be identified by a number given by the chair or designee. This is in effort to keep nominees anonymous.

Selection Voting Process

- The Employee Recognition chair or designee will receive Nomination Forms from Nominators.
- The chair or designee will look over all the original nomination forms submitted and exclude any nominations that do not meet the eligibility criteria
- The chair or designee will compile the Selection Forms. The Selection Forms will include only the comments and recommendations as written on the Nomination Forms. The nominee will only be identified by a number.
- A copy of the Nomination form narrative will be provided to each member of the Employee Awards Committee. Employee Awards Committee member names will not be requested on the form. This is an effort to keep votes anonymous.
- Each member of the Employee Awards Committee will be given a period of time to review and rank the nominees.

Award Selection Directions

Please read each of the nominations you have received.

1. Choose your top three (3) selections and list them by the appropriate point total you wish to award them. These points will be totaled across all Employee Awards Committee member's Selection Forms.
2. Choose your top three selections from (1) through (3) with (3) being the highest.
3. Return the rankings to the chair or designee as follows:

	Customer Service	Safety	Teamwork and Collaboration
Award 3 points to nominee #	_____	_____	_____
Award 2 points to nominee #	_____	_____	_____
Award 1 points to nominee #	_____	_____	_____

Program Modification

The UNC Greensboro Employee Recognition Awards Program is intended to be an active and responsive process. As such it is intended that the program be evaluated on a regular and on-going basis for opportunities whereby it may be revised for improvement or to accommodate changes within Facilities.



Suggestions for changes to the program may be submitted to the Employee Awards Committee by all employees within Facilities. The submitter for the request must sign and date the suggestions before they are submitted.

Any changes made to the program must also be approved by the Associate Vice Chancellor for Facilities.



Employee Recognition Awards Program



Nomination Form

These awards are presented to individuals who demonstrate remarkable performance above expected duties, maintain an above average, productive work environment, and/or demonstrate positive and professional interaction with fellow employees as well as the university community.

I would like to nominate:

Name: _____

Nominee's Department _____

Nominee's Supervisor's Name (if known) _____

Evidence of applicable service needs to be for the current period. For the summer awards event that occurs in June this would be between December and May. The winter awards event which occurs in January should have nominations for services witnessed between the months of June and November.

- Choose only one category for the nomination that best suits the individual.
- Any UNCG customer on campus may nominate a Facilities employee.
- A person can be nominated for more than one category but a separate form must be completed for each nomination.

Please choose one award category:

- "Yes **I** Can" Customer Service Award
- "Yes I Am" Safety Award
- "Yes **We** Can" Collaboration/Teamwork Award

Description of Specific Efforts or Service: Please be as clear as possible in your description
(Attach additional sheets if necessary)

Nominator's Name Printed

Nominator's Signature

Date

Please return form to Jon Soter in Facilities Operations, Sink 218

