



**TO:** The University Staff

**FROM:** Christopher M. Fiorentino  
University President

**DATE:** April 24, 2017

I am pleased to announce the 28<sup>th</sup> annual individual staff employee recognition awards program. The cash award(s) made available by a grant from the Alumni Association will honor selected employee(s) who have made significant contributions during the previous year to the community, University and/or students beyond their normal recognized job responsibilities.

The attached material explains the details of the program. If you feel that you qualify or if you would prefer to nominate an individual for this award (you must secure the permission of the individual that you wish to nominate), please forward your nomination and justification to the Alumni Recognition Committee c/o Human Resources **marked confidential by Wednesday, May 17, 2017 or you may email your letter of nomination to [staffrecday@wcupa.edu](mailto:staffrecday@wcupa.edu)** Your justification should include any supportive documentation that would help the committee better understand the contributions that you or your nominee, have made within the calendar year 2016. Documentation could include community service awards, newspaper articles, letter of commendation, etc. Your justification will be reviewed by a screening committee made up of your fellow employees and a representative from the alumni association. The award(s) will be presented at the conclusion of the Staff Recognition Event on May 22, 2017.

This is an exciting opportunity to enable the University to recognize the special accomplishments and contributions that many of you have made.

## INDIVIDUAL EMPLOYEE RECOGNITION PROGRAM

### ELIGIBILITY

All salaried University non-instructional staff and administrators (except senior executives – level 230 and above) and regular employees of Student Services, Inc. are eligible.

### SELECTED CRITERIA

The criteria for selection are significant contributions to the community, University, and/or students that go beyond recognized job responsibilities or length of employment. These could include:

- Service to the University or a constituency
- Community work or service
- Behavior that has resulted in an enhancement of the University's image
- Suggestions that have resulted in financial savings or increased service
- Innovativeness or response to a condition that results in increased productivity
- Acts of heroism
- Individual special achievement that clearly is **beyond work duties**

### NOMINATION

Nomination for recognition will be initiated by a faculty member, supervisor, any campus constituency group, and/or the individual. The nomination should include a justification in terms of the criteria and any supportive documentation. The material should be submitted to the Alumni Recognition Committee c/o Human Resources. The committee will review the nominations for comment and recommendation.

The screening committee will be comprised of representatives from the following groups:

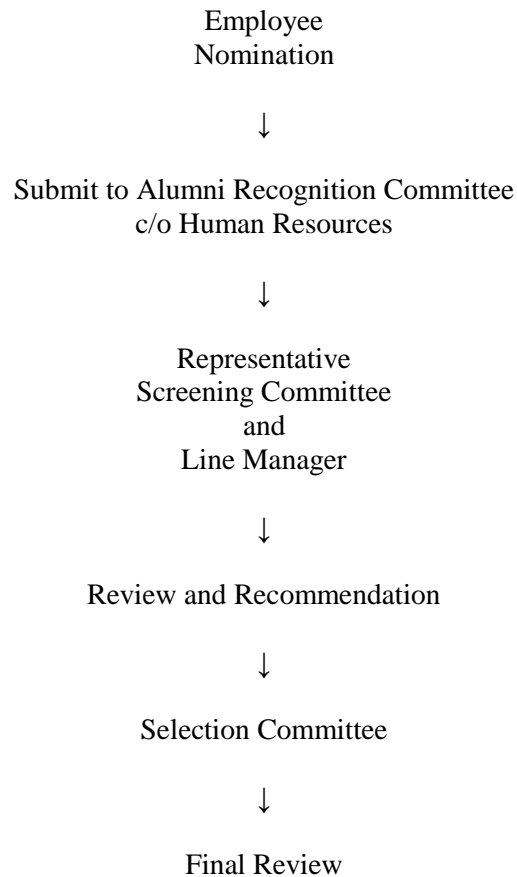
Clerical  
Custodial Services  
Maintenance and Trades  
Public Safety  
State University Administrators  
Managers  
Technicians and Administrative Support  
Supervisors  
Student Services, Inc.

The screening committee's recommendation as well as the department manager's comments will be forwarded to the Alumni Association for final review and award determination.

## AWARDS

Awards will be presented at the closing awards ceremony at the Staff Recognition Event.

Award levels (to be determined by the Alumni Association dependent on the significance of the contribution and the amount of money available).



**AWARDS PRESENTED BY PRESIDENT OF THE ALUMNI ASSOCIATION**