

EMPLOYEE RECOGNITION PROGRAM GUIDELINES

1. Full-time and part-time employees are eligible for the Business Operations (formerly Finance) Employee of the Quarter Award after they have worked in a department within the Business Operations for six months or one year, respectively.
2. Employees may be nominated by supervisors or coworkers (from any UHCL department). Self-nominations are not accepted. Employees at the Director level or above are not eligible for this award.
3. Employees are not eligible for consideration of this award if any disciplinary action was taken or verbal or written complaints were filed against them (from university employees, students or the community) within the past year, through the fiscal quarter being considered for nomination. Prior to passing the nominations on to the Selection Committee, the Committee Chair will contact Human Resources to verify that each nominee meets this criteria.
4. You may nominate only one person per quarter.
5. Up to three (3) employees may jointly submit a nomination form for one coworker. The nominators can be any UHCL employee. The names of the nominators are kept confidential. Only the Committee Chair, a UHCL employee outside of Business Operations, will see the nominator names. Nominator names will not be revealed to the Selection Committee, the nominees or the award recipients.
6. Quarters are designated from September-November, December-February, March-May and June to August.
7. An employee may only be chosen as "Employee of the Quarter" once within a twelve month period.
8. The nominations must describe how the employee has fulfilled one or more of the following criteria.
 - a. **Job Performance**- Improves current methods, procedures and systems. (i.e. time, efficiency)
 - b. **Respect**-Esteems the value and importance in others.
 - c. **Positive Attitude**-Thinks or behaves in a manner that is constant, affirming and marked by optimism.
 - d. **Leadership/Initiative**-Is proactive to solve problems, take the lead or set an example.
 - e. **Notable Contributions**-Takes advantage of opportunities to fill a role, meet a need or become involved.
 - f. **Customer Service**-Is helpful and courteous.
 - g. **Dependable**-Is reliable and can be counted on consistently.
 - h. **Team Work**-Works well with others.

Nominations are due by the 10th of the month after each nomination quarter (i.e. December 10th, March 10th, June 10th and September 10th) or the last business day before the 10th. Employees may obtain nomination forms and guidelines from the [UHCL Business Operations Rewarding Excellence webpage](#). Nominations will only be accepted electronically (as an Adobe pdf) via email to FinanceNoms@uhcl.edu. Only the Committee Chair has access to this email address. Previous nominations are null and void after a winner is selected and therefore the employee must be nominated again to be considered for the next quarter.

9. The Committee Chair will: a) review the emailed nominations, b) confirm with HR that no disciplinary action was taken and/or complaints received against the nominated employee within the past year, c) assign a number to the remaining qualifying nominations d) redact the nominations and e) deliver a redacted copy to each Selection Committee member.
10. The Selection Committee will be comprised of UHCL employees from outside Business Operations. The nominations will be passed on to the Selection Committee by the 15th of the month or the first business day thereafter. The Selection Committee members will respond with their votes by the 20th of the month or the first business day thereafter. The Committee Chair will email the AVP of Business Operations the winning nomination form (with the nomination names redacted) the same day. The winning employee will be presented with his/her award by the end of the month.
11. Employees of the Quarter will be awarded a \$25.00 cash prize via a voucher and their picture and a name plate will be added to the wall plaque in NOA II. In addition, they will be presented with an award that identifies the recipient as "Employee of the Quarter". The award will be retained by the employee. An announcement will be made at the next division gathering and/or in the next division newsletter.