

EMPLOYEE RECOGNITION PROGRAM GUIDELINES

1. Full-time and part-time employees are eligible for the Finance Employee of the Quarter Award after they have worked in a department within the Finance Division 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, an employee within the Human Resources department will check with each nominated employee's supervisor, the AVP of Finance and the employee's personnel record to confirm they meet 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 Nomination Reviewer, a UHCL employee outside of the Finance Division, 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 Finance Staff Recognition webpage](#). Nominations will only be accepted electronically (as an Adobe .pdf) via email to FinanceNoms@uhcl.edu. Only the Nomination Reviewer, an employee from outside of the Finance division, will see these emails. Only work for the present quarter will be given consideration. A previous nomination is 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 Nomination Reviewer will: a) review the emailed nominations, b) confirm 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 the Finance Division. The nominations will be passed on to them by the 11th of the month or the first business day thereafter. The Selection Committee will notify the Nomination Reviewer of the winner by the 20th of the month. The Nomination Reviewer will email the AVP-Finance the winning nomination form (with the nomination name(s) redacted) by the 20th of the month. The winning employee will be presented with his/her award by the 22nd of the month or the first business day thereafter.
11. Employees of the Quarter will be awarded a \$25.00 cash prize and their picture will be posted on the wall plaque in Finance. In addition, they will be presented with a plaque that identifies the recipient as "Employee of the Quarter". The award will be retained by the employee. In addition to the employee being presented with his/her award by the 22nd (see #10 above), an announcement will be made at the next Finance Division gathering and/or Finance newsletter.