



## Employee of the Quarter

### Rules

#### Employee of the Quarter

The University Staff Association wants to honor members of the association who serve the university community in an exemplary manner and who work over and above regular duties and volunteers for USA activities. This Employee of the Quarter honor will encompass July through September 2018.

- **CRITERIA:** Nominee should be employed by UHCL for 12 months or longer.
- **HOW TO NOMINATE:** USA accepts nominations from students, staff, faculty, and administrators. Nominations require,
  1. One letter with three signatures from nominators, or
  2. Three letters of recommendation from different nominators.Members of the USA Executive Board are not eligible for this award, nor are employees who have received the award within the last five years. A nomination form is attached. Please print and complete all sections, and submit to the USA Mailbox #549.
- **EOTQ COMMITTEE:** Nomination letters will be presented to a committee comprised of members of the USA Executive Board. The Board will vote by secret ballot. Nomination letters will be kept and reconsidered for a 12-month period.
- **PRIZE:** The USA Employee of the Quarter receives a Reserved Parking Spot in the Lot B Employee Parking Lot for one quarter.
- **DEADLINE:** The deadline to submit nominations will be October 29, 2018 at the end of business day.

The winner of Employee of the Quarter will be contacted via email.

If you have any questions, please contact Marlene Richards at [RichardsM@uhcl.edu](mailto:RichardsM@uhcl.edu) or 281-283-2223.