

### **ELIGIBILITY/TIMING**

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- Career, contract, and limited appointment employees.
- Nominees must be demonstrating ongoing satisfactory performance in their current positions.
- Nominations may be made at any time during the fiscal year; award should be given in close proximity to the performance/contribution being recognized.
- Employees outside the unit/department/organization may be nominated with prior approval from the outside employee's unit/department/organization head; the nominator's unit funds the incentive award when an award is made outside his/her unit unless other arrangements are agreed upon.
- An employee will receive non-cash awards/gift certificates valued up to \$75, in \$25 increments.
- Awarded infrequently, with no one award more than \$75, with a cumulative total of not more than \$150 in a fiscal year.

### **NOMINATIONS**

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- Nominations are made by supervisors/colleagues.
- Awards and award amounts are approved by the nominated employee's supervisor (and the nominating employee's AVC if different).
- Nominations will include a description of performance/contribution that exceeds expectations and meets specific criteria.
- Nominations should be submitted on the attached Nomination Form.

### **CRITERIA**

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An employee may be nominated if his or her performance meets one or more of the following suggested criteria:

- 1) The employee goes "above and beyond" to assist customers, donors, volunteers, and fellow colleagues.
- 2) The employee exemplifies organizational core values, such as *customer service, teamwork, integrity, and quality*.