

## 2008 STAFF EMPLOYEE-OF-THE-YEAR AWARD California State University, Chico

**PURPOSE OF AWARD:** To recognize the outstanding Staff Employee-of-the-Year from CSU, Chico

**AWARD:** \$1000  
*provided by Office of the President*  
Framed Certificate  
Nomination and letters of support  
Perpetual trophy (Possession for one year)  
Reception  
*provided by Staff Council*

Nomination(s) and letters of support for the outstanding staff employee award must be **submitted individually** to the Staff Council office, campus zip 160. **Materials will be assembled by Staff Council and organized for the committee's review.** The Selection Committee consists of seven members. At least five members will be staff employees with no more than one faculty and one student member. *Committee membership will be anonymous.*

Upon completion of the selection process, the nomination and letters of support will be presented to the Staff Employee-of-the-Year at the Spring Awards Luncheon. *Forms and letters will not be returned; please make copies if necessary.*

### **Requirements for Award**

Personal contributions to the CSU, Chico community (including years of service, job performance, relationships with people and service to the University outside the work area e.g., personal contributions to the individual work area and to the campus in general), should be emphasized. A staff nominee should be truly dedicated and a loyal employee, one exhibiting expertise in interpersonal relationship skills and willingness to enthusiastically assist others. He or she should take initiative in trying to make a department more efficient and productive. The candidate's interpersonal skills with others should be outstanding. A nominee must be a nonacademic state, Research Foundation or Associated Student employee. (q.v., Title 5, Subchapter 7, Article 1, Section O) Prior recipients of the award are not eligible.

### **Nomination Procedures**

Nominations will be conducted in the fall, with the presentation to the Staff Employee-of-the-Year at the Spring Awards Luncheon in April. Nominations will be accepted from any member of the University and each is to be signed by only one person. It is the responsibility of the nominator to provide sufficient detail and justification on the nomination form. **Only one nomination form is required for each nominee. Original, signed letters of support for the nominee are to be sent individually to the Staff Council office.** The letters of support should address the specific criteria listed on the nomination guidelines. ***The deadline for submission is the last Friday of February at noon. Nomination forms are available on the Staff Council Web site***  
<http://www.csuchico.edu/stac/forms/index.php>

### **Screening Procedures**

Members of the selection committee will review the nominations according to criteria as described under "Requirements for Award." The selection will be made according to rating procedures established by the Staff Council Executive Committee. When the final selection has been made, the recipient's name shall be sent directly to the Chair of Staff Council, who will forward it to the president of the University. Presentation of the Staff Employee-of-the-Year award will be at the Spring Awards Luncheon. All nominees who were not selected for the award will be recognized by an introduction.