December 1st, 2016

TO: All Staff
FROM: Annette Heileson, Chair
       Staff Council

SUBJECT: Staff Employee-of-the-Year
         Procedures and Nomination Form

Please take a few minutes to consider an employee who made a significant contribution to CSU, Chico, between January 2016-December 2016, as a nominee for the 2016 outstanding Staff Employee-of-the-Year.

Please review the requirements for the award below, the nomination procedures, and the screening procedures. Nomination forms and original, signed letters of support must be submitted individually to Staff Council, zip 160, by Tuesday, February 28th, 2017, at noon.

This award will be presented at the Staff Council Staff Awards Luncheon. It is the responsibility of nominators to ensure that their nominees attend the luncheon. Please work with your area’s block seating coordinator in securing your nominee a luncheon ticket.

Again, please note the deadline for submission is Tuesday, February 28th, 2017, at noon.

Attachments
mlo
2016 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: $1250
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 no more than 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.

Once the nomination period is closed, the list of nominees will be released in an official campus announcement. Nominees may be included in current and future campus publications and publicity.

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

Requirements for Award
Personal contributions to the CSU, Chico campus 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 a dedicated and 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, office, or unit 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). Please note that MPP's, Administrators, and prior recipients of the award are not eligible.

Nomination Procedures
Nominations will be conducted in the winter, with the presentation to the Staff Employee-of-the-Year at the Staff Awards Luncheon in May. Nominations will be accepted from any member of the University. 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. A minimum of three 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 Tuesday, February 28th, at noon.

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 Staff Awards Luncheon. All nominees who were not selected for the award will be recognized by an introduction by the University President and presented with a certificate of nomination at the Staff Awards Luncheon.