2020 STAFF EMPLOYEE-OF-THE-YEAR AWARD
California State University, Chico

PURPOSE: To recognize the Outstanding Staff Employee of the Year from CSU, Chico

AWARD: An award of $2500 will be given each spring to a staff employee. The award will be presented during the annual spring Staff Awards Luncheon. This award is sponsored by our CSU, Chico Administration, and the Board of Governors of the University Foundation.

Criteria for Award

Employee must have **ten years** of service to CSU, Chico. Personal contributions to the CSU, Chico campus community, 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. The nominee 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.

Who Can Nominate: Any employee of CSU, Chico can nominate a staff employee

Who Can Be Nominated: A nominee **MUST** be currently employed on a half-time or greater basis as a **staff*** member of CSU, Chico, Associated Students, University Foundation, or Chico State Enterprises for the calendar year of 2020.

The following are **NOT ELIGIBLE** for the Employee of The Year Award:

1) A student employee
2) A MPP or faculty member
3) A current member of the Staff Council Executive Committee
5) A prior recipient of the award

The recipient of the Employee of the Year Award cannot also be the recipient of the Wildcat Spirit Award, Safety Award, Making a Difference Award, or the Customer Service award in the same award year.

The nomination packet must include:

1) Completed nomination form (included in this document complete page 2 & 3)
2) At least **three** letters of recommendation with a maximum of **five** from any Chico State employee, student, and/or "customers" of the nominee in their work capacity at Chico State. The letters of support should address the specific criteria listed on the nomination guidelines. You may have multiple signatures on letter(s) of recommendation.

It is the nominator's responsibility to follow instructions precisely.

a. Nomination Packets Due by: **5 p.m. on Monday, March 22, 2021**.
b. Nomination packet must be complete and must be sent via email to stac@csuchico.edu
c. Subject line in the email "RE: Employee of the Year Award, Employee Name."

Please note…

- Nomination packets must be submitted digitally. Hardcopy/paper nomination packets will not be accepted for review.

*"Definition of "Staff" employee is defined by Title 5, 42700, page 540 (o). "Nonacademic employees" means an employee who provides non-instructional and non-administrative supporting services such as secretarial, clerical, and maintenance services. A nonacademic employee may have

lead responsibility, but normally does not have responsibility for major decisions. Higher academic degrees are not an essential qualification for service as a nonacademic employee.

- Letters of recommendation received separately from the completed nomination packet will not be accepted for review.

2020 OUTSTANDING STAFF EMPLOYEE-OF-THE-YEAR NOMINATION FORM

California State University, Chico

Nominee

_____

Department

Job Title

Years of University Service

Nominations will be accepted from any employee of the University and each should be signed by only one person.

Nominees for this award will be announced to campus following the closing of the nomination period.

Refer to page 1 for details on submitting a complete nomination packet.

Forms and letters <u>will not</u> be returned to nominators; please make copies if necessary.

Nominator Name _____

Nominator Signature _____

Department _____

Date _____

Criteria

Please respond to the following areas and give specific examples for justification. If you feel that you do not have sufficient information in a particular area, you may consider conferring with other persons to obtain the necessary information. Please attach additional pages as needed.

Personal Contributions

- Expertise
- Dedication
- Enthusiasm
- Work Quality
- Professional Development

Relationships with People (describe the kinds and extent of contacts the nominee has had with the following)

- Co-Workers
- Others (students, staff, faculty, community)

University-Wide Service (describe specific involvement)