

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Staff Service Awards

UH-Downtown PS 02.A.26
Issue No. 1
Effective date: 03/01/2004
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1. PURPOSE

This Policy Statement establishes guidelines and the selection process for staff service awards at University of Houston – Downtown (UHD). This Policy Statement complies with UH System Administrative Memorandum 02.E.07, Staff Service Awards.

2. DEFINITIONS

A service award recognizes, honors, and rewards a staff member for continuous dedication and meritorious service to the University.

3. POLICY/PROCEDURES

3.1 Awards that may be purchased with State appropriated funds include the following: service award pins and certificates for longevity of service, safety award pins and certificates for safe operation of State equipment, and awards for special professional achievement or other outstanding service. The cost shall not exceed \$50.00 per person.

3.2 Awards greater than \$50.00 must be paid from local funds and may be given up to a limit to be determined by the President or designee.

3.3 Service awards programs must be reviewed and approved by the Human Resources Department prior to implementation.

3.4 Awards for service longevity and outstanding performance by staff employees are presented annually at the Staff Awards Program. The Vice President of Administration sets monetary amounts for awards. The UHD Staff Council is authorized to create an Awards Committee for the selection of non-monetary awards.

3.4.1 Service awards for longevity are non-monetary awards given for five (5) or more years of cumulative service in increments of five (5) years.

3.4.2 The Most Distinguished Staff Award is a monetary award given to the top nominee as selected by the Awards Review Board.

3.4.3 The Staff Merit Awards are monetary awards given to the two (2) runners-up for the Most Distinguished Staff Award.

3.5 Nominees for outstanding performance awards should meet the following criteria.

3.5.1 Nominee must demonstrate the qualities of:

- 1) Outstanding competency in job performance
- 2) Initiative resulting in benefits to UHD
- 3) Proven works that produce an increase in enrollment, financial contributions, positive publicity, etc.
- 4) Leadership qualities in committee work, intramural sports, charitable causes, community service, etc.

3.5.1 Must have two years of service in a regular benefits eligible position.

3.5.2 Must be nominated on a properly completed, signed form.

3.5.3 Must not have been a recipient of Most Distinguished Staff Award in the last three years or the Staff Merit Award in the last year.

3.6 Any benefits eligible employee at UHD may make one or two nominations from the list of qualified employees. The ballot must include the name of the nominee, his/her department, and a written statement in support of the nominee based on specific criteria. Signed nominations should be submitted in a sealed envelope marked "confidential" and hand delivered to the Office of Human Resources on or before, the designated due date.

3.7 The Awards Review Board, appointed by the Staff Council President, is responsible for selecting the Most Distinguished Staff Award and Staff Merit Award winners.

3.7.1 The Awards Review Board is made up of

- 1) One Representative from Human Resources,
- 2) Three winners of the Most Distinguished Staff Award and one or two of the Staff Merit Award winners,
- 3) One Representative from Staff Council, and
- 4) Three exempt staff members.

3.7.2 The Awards Review Board selects one nominee from the three job groups. The three job groups are:

- 1) Technical Services and Crafts
- 2) Office and Clerical
- 3) Administrative Staff

3.7.3 If a job group does not have an eligible nominee, that job group will not be included in the award distribution. The top three nominees from the remaining job groups will be selected.

3.7.4 The Review Board will make the final selection for the Most Distinguished Staff Award winner from the three top nominees. The remaining two runners-up will each receive Staff Merit Awards.

4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Assistant Vice President of Human Resources and Affirmative Action

Review: Bi-annually



President

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