

Chapter 5: Employee Recognition

Key Terms You Need to Know for this Chapter

- **Innovative Idea Award** – award given for an outstanding idea that was implemented and has resulted in cost saving or improved performance in any area of the college.
- **Service Award** – award given to recognize continuous years of service to the college starting from five years onward and issued every five years.
- **Award of Recognition** – award given for an employee who goes above and beyond the call of duty for the good of the college.
- **Faculty of the Year** – award given to one full-time faculty per year for outstanding teaching.
- **Community Service** – award is given to recognize an employee who promoted the college or performed outstanding community service
- **Professional Recognition** – award given to recognize degree completion, published books or articles, or promotion to leadership at the college or in external work related professional organizations.
- **Employee retirement** – award is given to recognize 20 years of continuous service to the college for an employee departing after completion of the 20 years.
- **Good Health Award** – award is given to recognize a non-faculty employee who has not applied for sick leave for the whole year.
- **Student’s Choice Award** – award is given to recognize one staff member who “*supports, assists, encourages, advises, and serves as a role model for the students.*”
- **Staff of the Year** –award is given to one non-teaching full-time staff member per year who has completed the year of service to the college, and who shows the following qualifies or criteria for selection: outstanding work performance; active participation on committees and teams; contribution of time and effort to extra-curricular activities, special projects etc.; demonstrated dedication to the college; and is recognized for outstanding service to students and others.

Frequently Asked Questions	
✓ Who is eligible to receive an award?	✓ A full time regular employee who has completed the first year probationary period prior to the ceremony.
✓ When do I become eligible for the years of service award?	✓ After completing the first five years of employment and every five years thereafter.
✓ How are the awards determined?	✓ College community and students make nominations initially for most awards, while others are determined based on employment contracts and verifiable documents. Some awards allow for self-nomination.
✓ Why are some of the awards given in cash and others are not?	✓ That’s how the college policy provides for the awards
✓ Am I required to attend the ceremony?	✓ Yes