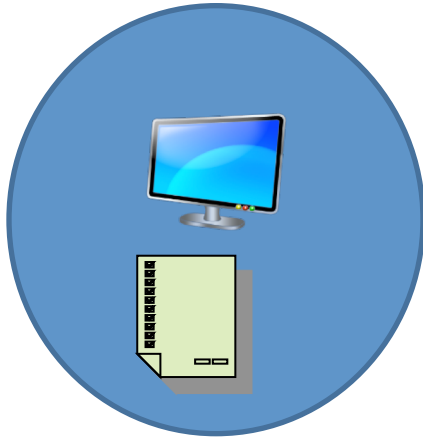


How the Recognition Awards Program Works



1.

Nominator Completes the on-line nomination form.

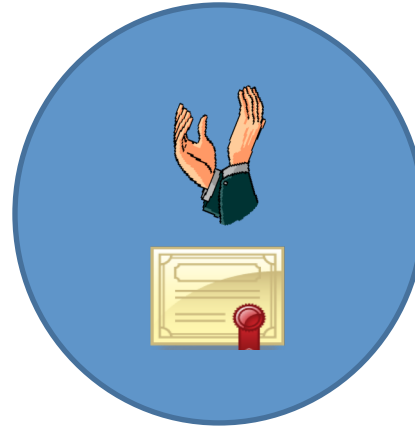
On or before November 1, Department Chairs, Directors, and Sr. Level Administrators go to (form link) to complete a nomination form for each individual employee or individual team member. Submit form as instructed.



2.

Review of nomination forms.

Online forms are automatically submitted to the HCRC review group. The HCRC review group will consider each nominee's information with the Recognition Awards Program criteria. In December, the HCRC will notify the nominators of award nominees.



3.

Notification given to award recipients.

Nominators will contact the individual employee or team member of a \$500 Recognition Award. HR will send to the employee a certificate affirming the recognition award. Names of award recipients will be announced the beginning of the Spring Semester.



4.

Distribution of \$500 Recognition Award.

All award recipients will receive a one-time monetary award of \$500 on the first pay in July.