This program institutes staff recognition for outstanding performance beyond standard job expectation in effort and achievement, service, innovative ideas and contribution towards the success of a project, unit, college or University.

ELIGIBILITY

Award Eligibility is limited to Wyant College staff (does not include student or faculty UArizona employees).

- Employment classifications:
  - Classified Staff
  - University Staff *(administrative, research, technical)*
  - Ineligible: Faculty, graduate students, student employees
- Nominee has completed one-year satisfactory job performance.
- Two Nomination Maximum: Staff may submit a maximum of two nominations per year/per recognition category (as applicable).
- Nominee demonstrates at least three qualities under "Examples of Exemplary Performance."

NOMINATION PROCESS

Faculty and staff **only** are invited to submit nominations for eligible staff.

- Nominations are accepted year-round.
- Complete a nomination form:
  - **ONLINE:** *www.optics.arizona.edu/staff-recognition*
- Electronic confirmation of receipt is sent to the nominator.
- Electronic notification is sent to the nominee upon verification of eligibility requirements.
- Nominations are reviewed by the Staff Recognition Committee.
- Selection factors include number and quality of nominations, impact of basis of nomination and outcome of employee's action.
- Recipients are spotlighted in the OSC Watts Up! newsletter.

RECOGNITION CATEGORIES
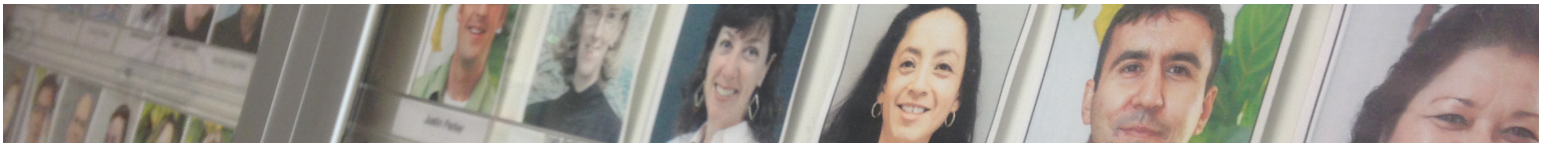
1) SPOT RECOGNITION

Instantaneous recognition of employees performing over and above standard job expectation in management of a specific task(s); as observed by managers and supervisors

- Spot Recognition nominations are submitted by managers/supervisors only. Input from faculty and staff is encouraged by way of communication with employee's manager/supervisor.
- Spot award nominees are reviewed monthly by the Staff Recognition Committee.
- Factors affecting recipient selection include impact of Spot Recognition and impact of action.
- 24 Spot Recognitions are issued annually/two per month.

DEADLINE: Monthly, at end of month
AWARD: $50

2) PEER-TO-PEER RECOGNITION

Consistent exemplary performance in peers' day-to-day activity, initiative, service, innovative ideas, achievement and collaborative efforts; as observed by peers.

- Nomination is submitted by peers.
- Cross recognition is encouraged. Classified Staff may recognize University Staff and vice versa.
- Administrative, research and technical staff may nominate peers outside their employee classification, work unit and report structure.
- Nominator provides written description of nominee's outstanding performance and brief examples of qualities identified from "Examples of Exemplary Performance" listed below.
- Nominations are reviewed quarterly by the Staff Recognition Committee.
- Staff is eligible for selection twice a year.
- Nominees not selected in the quarter nominated are eligible the next quarter.

DEADLINE: March 1, June 1, September. 1, December 1
AWARD: $250 (issued through payroll)

STAFF RECOGNITION PROGRAM

RECOGNITION CATEGORIES (continued)

3) STAFF EMPLOYEE OF THE YEAR

- All Peer-to-Peer and Spot Recognition recipients are automatically eligible for Staff Employee of the Year.
- Staff Employee of the Year is determined by the Staff Recognition Committee, factoring in number of Peer-to-Peer recognition nominations received throughout the year and the impact of Spot Recognition actions.
- An alternate winner may be selected in case of unforseen circumstances.

AWARD: $1,000 (issued through payroll)

HONORABLE MENTION: $500 (issued through payroll)

4) YEAR-END STAFF RECOGNITION EVENT

- Employee of the Year will be announced at the year-end staff recognition event, along with all recognized employees nominated that year.

EXAMPLES OF EXEMPLARY STAFF PERFORMANCE

INNOVATIVE IDEAS OR CONTRIBUTES TO SUCCESS OF A PROJECT:

- Consistently reaches out to collaborate with peers on projects to enable advances in research, administration and academic programs.
- Develops or initiates original and/or high-impact ideas and processes that facilitate or promote advances in administration and research.
- Shows exceptional engagement in activities that support instruction, academia, research or service.

OUTSTANDING EFFORT AND ACHIEVEMENT IN THE WORKPLACE:

- Regularly performs beyond standard expectation.
- Consistently produces high-quality work.
- Goes the extra mile to complete a task and/or takes on heavier workload than peers.
- Assists when unit is short-staffed or a project requires additional support.
- Volunteers for special projects or events.
- Contributes towards efficiency and effectiveness of workplace operations.
- Improves utilization of resources and reduction of waste.
- Integrates information, procedures or equipment to improve office or unit efficiency.

OUTSTANDING SERVICE TO UA, OTHER EMPLOYEES OR VISITORS:

- Offers outstanding first impression resulting in positive attention to the college and University community.
- Performs in an exceptionally courteous and cooperative manner at all times.
- Demonstrates and encourages a supportive team-oriented environment.
- Participates on committees and proactively contributes to achieve goals.
- Contributes towards development, opportunities, improved skills and abilities in others.
- Makes special effort to recognize excellence of others.
- Assists others to achieve their assigned responsibilities and goals.

▶ ▶ ▶ FULL PROGRAM DETAILS: www.optics.arizona.edu/staff-recognition