



Employee of the Semester and Annual SERVICE EXCELLENCE AWARD

Established 2003, instituted 1/2004, updated 2010 by Staff Council

Purpose:

The purpose of the Employee of the Semester Award is to recognize staff employees for outstanding service, dedication and support of the academic mission of AUM.

Rewards:

Employee of the Semester Certificate (Certificate of Appreciation) and \$25.00 added to their Employee ID cards for use in vending machines that have card slides. AUM Bookstore, and Senator's Cafe.

All winners are automatically eligible for the Annual Service Award to be presented at the Staff Council Spring Fling. Annual Award Winners receive a plaque and \$100.00 on their ID card.

Categories:

- Admin/Prof (Exempt staff such as: Senior Director, Coordinator, etc.) Paid monthly.
- Support Staff / Technical (Non-exempt Staff such as: Administrative Associates, Technical, etc.) Paid bi-weekly.
- Service (Non-exempt staff such as: Cooks, Custodial, Maintenance, Police Officers etc.) Paid by-weekly.

Eligibility Criteria

- Minimum 1-year service at AUM during the year prior to the call for nominations.
- Full-time or part-time permanent staff.
- Recipients of a quarterly award within the past 2 years are not eligible. (**Please see the list of previous EOQ Winners*).



SERVICE EXCELLENCE AWARD NOMINATION FORM

Nominee Name and Title:	
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Category:	<input type="checkbox"/> Admin/Professional	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Service/Maintenance
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Department:	
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Supervisor Name:	
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Supervisor Phone Extension:	
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Nominated by:	
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Date:	
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1. Exercises dedication by "Going the extra mile" to improve department service, quality or image.

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2. List specific accomplishments or contributions that fulfill the departmental mission and/or support the AUM mission.

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