

**STAFF SENATE
PASSED**

STAFF SENATE BILL #38

Title: Staff Senate Recognition Committee Update

Date: December 8, 2010

Authors: Senator Appelhans, Senator Tonya Gerharter, Senator Rachel Martin

Sponsors: Senator Nordmann, Vice President Frank

1 WHEREAS, the Staff Senate Recognition Committee is responsible for the planning and
2 organization of the annual Staff Recognition Day event as well as receipt and evaluation of
3 award nominees, and;
4 WHEREAS, the annual Staff Recognition Day event is an essential Staff Senate activity, and;
5 WHEREAS, an Employee of the Quarter standing committee failed to be established, and the
6 duties required of such a committee best fall under the function and powers of the Recognition
7 Committee, and;
8 WHEREAS, clearly defined functions and powers of every committee are necessary to ensure
9 adequate knowledge of duties and best practices are passed to future Staff Senate bodies;
10 THEREFORE, be it enacted that Article IV, Section 1, Subsection E of the Rules and Procedures
11 of the University of Wyoming Staff Senate be updated as outlined in Addendum A.
12 THEREFORE, be it further enacted that the Staff Senate Recognition Awards document be
13 established as outlined in Addendum B.

Date of Passage: January 12, 2011

"Being enacted on January 12, 2011, I do hereby sign my name hereto and approve this
Senate action."

Stacy Lane
Staff Senate President, Stacy Lane

Addendum A

E. Recognition Committee

1. Function –The Committee shall provide consistent and fair recognition of the achievements and contributions of University of Wyoming Staff by selecting the Outstanding Employee of the Quarter, coordinating the annual Staff Recognition Day and its related awards, and leading efforts to fund the Staff Recognition Endowment Fund.
2. Powers –The Committee shall organize award nominations and select winners according to guidelines provided in the Staff Senate Recognition Awards document. The Committee shall organize Staff Recognition Day, to be held at a date and time in the spring semester allowing maximum participation, and Employee of the Quarter Receptions with oversight from Senate. The Committee may appoint and charge subcommittees as necessary in order to conduct business in a timely and efficient manner.
3. Membership – The Committee shall have a minimum of nine members, six of which must be Staff Senators, one Staff Senator elected by the Committee and approved by the President to serve as chairperson. Other members may consist of former Senators and/or other non-Senate U.W. Staff. The Committee may elect a co-chair as necessary in order to efficiently conduct business.

Staff Senate Recognition Awards

Awards

The following award is opened for nominations on the first working day of each calendar year quarter, and closed on the second Friday of the last month of each quarter:

- Employee of the Quarter (4 awards)

The following annual awards are open for nominations in January of each year, and will close for consideration approximately one month prior to Staff Recognition Day:

- Unsung Hero Full Time (2 awards)
- Unsung Hero Part Time (2 awards)
- Staff Incentive (3 awards)
- Off-Campus (2 awards)
- Skilled Services (1 award)
- Skilled Trades (1 award)
- EG Meyer (2 awards)
- Jody K Humphrey (1 award)
- Sponsors of UW
- Friends of UW
- Pete Simpson (1 award)
- Employee of the Year (1 award)

Reward

Each award has different reward(s); specifics can be found in each award description. All nominees for all Staff Senate awards with complete nominations will receive a certificate of recognition for nomination.

Decision Process

All of the awards will list the process to be followed for deciding the winner of each award after the nominations are received.

Guidelines

1. Senators who serve on the Recognition Committee may not nominate employees for awards, with the exception of the Peter K. Simpson Golden Gloves award.
2. Senators who serve on the Executive Committee may nominate employees for the Sponsors of UW and Peter K. Simpson Golden Gloves awards only.
3. Any Faculty, staff and administrators may nominate staff members for these awards.
4. Nominations may not rollover to the next cycle; a new submission must be completed.
5. Only the respective online form will be accepted as a nomination for each award.

Employee of the Quarter

Overview

The purpose and history of this award is to recognize UW Staff for their efforts toward excellence in the workplace. Established in March 1985 to recognize outstanding staff as the Employee of the Month Award, it was revised into the current program in January 1990. This award is given to one current UW staff member every calendar year quarter.

Reward

Staff Senate and a representative from UniWyo will present recipients with the following rewards:

- \$250 from UniWyo Credit Union
- Tickets to a sporting event with the UW President
- Two tickets for a UW Department of Theatre & Dance Performance
- Two tickets for a UW Department of Music performance
- Two tickets for a UW Culture Program
- Two sandwiches at Subway
- Art Museum print & family membership
- Framed Certificate
- Automatic entry into the Employee of the Year Award

Eligibility

To be eligible the nominees must:

- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have a minimum of three nominations.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, or designated subcommittee, will select the final award recipient by rating each selection criteria category on a 7-point likert scale. The committee chair will not participate in this final process.

Selection Criteria

The selection process will be based on the following information:

- Nominee's Quality of Work
- Initiative and desire for improving work methods and working conditions in his/her environment
- Nominee's impact within the department/division/University as a whole

Unsung Hero - Full Time

Overview

This award honors two current full-time benefited UW staff members who are deserving of recognition for outstanding duties performed.

Reward

The recipients will each be given:

- \$1,000
- Plaque

This award will be presented by Staff Senate on Staff Recognition Day.

Eligibility

To be eligible the nominees must:

- Work at least 40 hours a week
- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Communicates effectively, listens well, and promotes mutual understanding and trust
- Inspires others to do their best
- Accomplishes tasks that go beyond the call of duty, without recognition or reward
- Provides quality customer service to students/faculty/staff/visitors/vendors

Unsung Hero - Part Time

Overview

This award honors two current part-time UW staff members who are deserving of recognition for outstanding duties performed.

Reward

The recipients will each be given:

- \$1,000
- Plaque

This award will be presented by Staff Senate on Staff Recognition Day.

Eligibility

To be eligible the nominees must:

- Work less than 40 hours a week
- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Communicates effectively, listens well, and promotes mutual understanding and trust
- Inspires others to do their best
- Accomplishes tasks that go beyond the call of duty, without recognition or reward
- Provides quality customer service to students/faculty/staff/visitors/vendors

UW Staff Incentive

Overview

This award honors three current UW staff members who display exemplary incentive in performing their duties.

Reward

This award will be given to three nominated individuals who are current UW employees. The recipients will each be given:

- \$1,000
- Plaque

This award will be presented by Staff Senate on Staff Recognition Day.

Eligibility

To be eligible the nominees must:

- Work at least 40 hours a week
- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Shows initiative and excellence in planning and implementing projects
- Displays exemplary incentive toward problems/projects/duties
- Works well with others to provide high quality results related to common goals (departmental, university)
- Provides quality customer service to students/faculty/staff/visitors/vendors

Off-Campus Staff

Overview

This award honors two staff members who work off the main UW campus and display an outstanding attitude toward furthering the mission and goals of UW off-campus.

Reward

The recipients will each be given:

- \$1,000
- Plaque

This award will be presented by Staff Senate on Staff Recognition Day.

Eligibility

To be eligible the nominees must:

- Work off the main UW campus
- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year

Nomination Process

Each nomination must be submitted on the approved online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Provides outstanding quality of work
- Positive attitude towards customers and co-workers
- Exceeds expectations while working off the main campus
- Provides quality customer service to students/faculty/staff/visitors/vendors

Skilled Services

Overview

This award honors one current UW staff member who exemplifies outstanding work ethic and a positive attitude in Custodial, Maintenance, or Technician services.

Reward

The recipient will be given:

- \$1,000
- Plaque

This award will be presented by Staff Senate on Staff Recognition Day.

Eligibility

To be eligible the nominees must:

- Work at least 40 hours a week
- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year
- Have an E05 or E07 employment classification

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Ability to complete quality work with a positive attitude
- Effectiveness of completing tasks
- Positive interaction with staff/students/faculty/vendors

Skilled Trades

Overview

This award honors current UW staff member who exemplifies outstanding work ethic and a positive attitude in the Physical Plant Trades at UW.

Reward

The recipient will be given:

- \$1,000
- Plaque

This award will be presented by Staff Senate on Staff Recognition Day.

Eligibility

To be eligible the nominees must:

- Work at least 40 hours a week
- Be a classified staff member
- Have completed his/her probation term prior to January of the nomination year
- Have an E06 Employment classification

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Ability to complete quality work with a positive attitude
- Effectiveness of completing tasks
- Positive interaction with staff/students/faculty/vendors

E.G. Meyer Family

Overview

This award was created by E.G. Meyer to recognize staff on the UW campus. This is the longest standing award on campus dedicated to staff. This award honors two current UW staff members.

Reward

The recipients will each be given:

- \$1,000 each
- Recognition Plaque

This award will be presented by Staff Senate on Staff Recognition Day, and E.G. Meyer is invited to participate in the presentation.

Eligibility

To be eligible the nominees must:

- Have completed his/her probation term prior to January of the nomination year
 - One award will be designated for an exempt staff member
 - One award will be designated for a non-exempt staff member

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have a minimum of three separate nominations.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection process will be based on the following information:

- Initiative to do his/her job well
- Helpful interaction with students/faculty/staff/visitors/vendors
- Dependability
- Positive and cheerful demeanor

Jody K. Humphrey Inspirational Staff

Overview

The Jody K. Humphrey Inspirational Staff award was established in November 1995 to honor and remember long time Department of Residence Life and Dining Services employee Joleen “Jody” K. Humphrey. In her position on campus Jody inspired people to do their best, remain positive under stressful conditions, serve as a positive role model to others, show eagerness toward the job, display a cheerful attitude toward customers and motivate self and others.

Reward

The award was initially established as a plaque of recognition for a job well done. In the spirit of Jody a private donor stepped forward and continues to contribute the \$1000 cash award. The Jody K. Humphrey Inspirational Staff award is presented annually as part of the Staff Recognition Day program.

Eligibility

Benefited UW Staff are eligible for nomination for the Jody K. Humphrey Inspirational Staff award. They must have completed their probation term prior to January of the nomination year.

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have a minimum of three separate nominations.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point likert scale. If the original nominee pool does not exceed four nominees, the committee will not screen. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

The selection criteria for this award are as follows:

- Inspires others to do their best
- Remains positive under stressful conditions
- Serves as a role model to others
- Is enthusiastic toward the job
- Displays a cheerful attitude toward customers
- Is motivating to self and others

Sponsors of UW

Overview

This award honors a business or corporation that demonstrates a commitment to University of Wyoming staff through their willingness to go above and beyond to further the mission of the University.

Reward

The recipient will be given:

- Recognition Plaque

The award recipient will be recognized by Staff Senate at UW Staff Recognition Day.

Eligibility

To be eligible, each business or corporation must:

- Provide support for UW Staff Recognition Day or;
- Provide support that benefits UW Staff

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. All nominations will be considered by the Executive Committee of Staff Senate.

Selection Criteria

The selection process will be based on the following information:

- The extent to which the support of the business or corporation benefitted UW Staff
- The extent to which the business or corporation went “above and beyond” in their support of the mission of UW

Friends of UW

Overview

The Friends of UW Award is given to an individual or department at UW that demonstrates a commitment to the University of Wyoming by going above and beyond regular work duties to further the mission of the University. This award honors those who care deeply about the University and strive relentlessly to make it great while serving as an inspiration and role model to colleagues.

Reward

The recipient will be given:

- Certificate of Appreciation

The award will be presented by Staff Senate during UW Staff Recognition Day.

Eligibility

To be eligible, the nominees must be:

- Any UW staff member or department

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination.

After the nomination period closes, the Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. All nominations will be considered by the Executive Committee of Staff Senate.

Selection Criteria

The selection criteria include:

- The extent to which the individual or department has gone “above and beyond”
- The extent to which the individual or department has contributed to furthering the mission of UW

Peter K. Simpson Golden Gloves

Overview

This award is founded in honor of outstanding staff/faculty member Pete Simpson. During his tenure at the University of Wyoming as a Professor of Political Science and Vice President for Institutional Advancement, Pete could be counted on as a strong supporter of Staff Senate and participated in several Staff Recognition Day events. Pete often lent staff his words of wisdom and his sense of humor when presenting at Staff Recognition day. Pete has made such a lasting impression on the Staff Senate body that Staff Senate created, in cooperation with Pete, the “Peter K. Simpson Golden Gloves Award”. The Peter K. Simpson Golden Gloves Award represents Pete’s enthusiasm and willingness to go a “round or two” for Staff Senate. Pete had the honor of being the first award winner and was presented a framed picture from the 2007 Staff Recognition day event where Pete (dressed as Rocky) knocked out his opponent, Leroy Gabriel, in the ring with his UW Golden Gloves in a boxing match. It is the intent of Staff Senate to continue honoring Pete Simpson in recognition of his service to the staff of the University of Wyoming by presenting this award annually to an outstanding Staff Senator.

Reward

The recipient will be presented with the following reward during UW Staff Recognition Day:

- Dated plaque

Eligibility

To be eligible each Staff Senator must:

- Have served for twelve consecutive months and be in good standing with Staff Senate

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have one nomination from a staff senator, and one from a co-worker or supervisor.

Nominations will be collected by the Staff Senate Office Assistant, who will ensure that they follow the process guidelines and that there are no descriptors used that compromise anonymity. Completed nominations will then be sent to the President of Staff Senate, who will select the final award recipient using a scoring rubric.

Selection Criteria

The selection criteria for this award are as follows:

- Written examples of outstanding participation on their Staff Senate committee(s)
- Written examples of participation at full Staff Senate meetings
- Outstanding service for the Staff Senate causes including community projects
- Strong representation to constituents

Employee of the Year

Overview

The purpose and history of this award is to recognize UW Staff for their efforts towards excellence in the workplace. Established in March 1985 to recognize outstanding staff as the Employee of the Month award, it was revised into the current program in January 1990. This award will be given to one Employee of the Quarter nominee from the previous year.

Reward

The recipient will be given:

- Cash reward from UniWyo Credit Union
- \$2,500 travel voucher from Pepsi
- Plaque

This award will be presented on Staff Recognition Day by Staff Senate and representatives from UniWyo and Pepsi.

Eligibility

To be eligible the nominees must:

- Be Employee of the Quarter nominees from the previous year
- Be classified staff members
- Have completed their probation term prior to January of the nomination year

Nomination Process

The Employee of the Quarter recipients of the previous year will be considered. The Recognition Committee will examine the potential candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The committee, not including the chair, will narrow the choices down to two candidates by using a 7-point likert scale and tallying the results.

The committee will post the nomination information for the final candidates online. UW employees will be eligible to vote on which nomination they believe best describes UW's Employee of the Year. Online votes will be accepted for one week, and the individual with the most votes at the end of that timeframe will be selected as the next Employee of the Year.

Selection Criteria

The selection process will be based on the following information:

- Nominee's quality of work
- Initiative and desire for improving work methods and working conditions in his/her environment
- Nominee's impact within the department/division/University as a whole

UNIVERSITY OF WYOMING

Staff Senate Office
Merica Hall, Room 201
Dept. 3413 • 1000 E. University Ave. • Laramie, Wyoming 82071
(307) 766-5300 • fax: (307) 766-5315

January 19, 2011

President Tom Buchanan
President's Office
Old Main
Campus

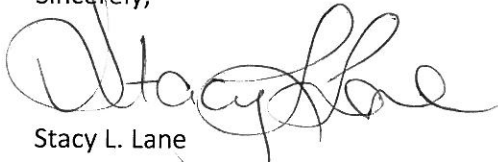
Dear President Buchanan:

Enclosed please find a copy of Staff Senate Bill 38, Staff Senate Recognition Committee Update. This bill was adopted by a unanimous vote by the Staff Senate during the January 12, 2011 meeting.

The Recognition Committee did a great deal of work during the summer and fall semesters to update and improve their committee. Each award handed out at Staff Recognition Day was researched and given a new format, the certificates and plaques were improved and a new on-line nomination form was created. The committee also worked with Pete Simpson to create the Peter K. Simpson Golden Gloves award.

If you have any questions regarding this Bill, I would be happy to answer them.

Sincerely,



Stacy L. Lane
Staff Senate President

Enclosure

Cc: Doug Vinzant