

2008 Appalachian Staff Awards



Introduction

This year, Appalachian will present four Staff Awards to acknowledge and express appreciation for outstanding accomplishments that do not fall entirely within the scope of normal duties.

Eligibility requirements

All SPA (Subject to the Personnel Act) become eligible for nomination after completion of the probationary period and the status of permanent employee. "EPA Administrative" (Exempt for the Personnel Act) becomes eligible for nomination after six months of continuous service.

Nomination form

Nominations will be accepted:

- anytime *before* 5:00 PM on June 2, 2008.
- from anyone (faculty, supervisors, other staff, and/or administrators).

Note: Forms may also be downloaded from:

www.hrs.appstate.edu/er/staffaward.htm or www.staffcouncil.appstate.edu or picked up from Human Resource Services in Founders Hall.

Award presentation

Four winners will be announced in the summer of 2008, and recognized at the annual Fall Convocation. Each will receive \$400 in their paycheck, and will be presented with a certificate of recognition at the annual Service Awards Recognition ceremony during the Fall Staff Appreciation Breakfast.

Appalachian winners, along with the winners from each state agency and university, are automatically eligible to win the **State Employees' Awards for Excellence**, the highest honor a State employee may receive. Recipients are honored during Excellence in State Government Week.

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2008 Appalachian Staff Awards, Continued

Criteria	The following lists each of the five (5) criteria for the Appalachian Staff Award and defines the standards. <i>One or more criterion may apply.</i>
1. Dedication & Service	Employee has gone above and beyond the call of duty in their work place.
2. Innovation	Employee has successfully established new and outstanding work methods, practices, and/or plans for his/her department.
3. Human Relations	Employee has made outstanding contributions to faculty, staff, and students.
4. Safety and Heroism	Employee has shown excellent judgment or courage in an emergency situation, and/or has demonstrated above normal action to prevent: <ul style="list-style-type: none">▪ Injury▪ Loss of life▪ Damage of property▪ Loss of property
5. Other Achievements	Employee has made an outstanding contribution(s) not described in the criterion above, and/or has provided exceptional service to Appalachian or the surrounding community.

2008 Appalachian Staff Awards: Nomination Form

Nominator's Information

Your Name

Department

Phone Number

Position

E-mail

Nominee's Information

Nominee's Name

Department

Phone Number

Position

E-mail

Instructions

Please complete this form and return it to Janice Jackson either by e-mail (jacksonjg@appstate.edu) or via campus mail at Founders Hall no later than June 1, 2008.

Please attach on separate sheets (**no more than two pages**), the selection criteria that applies to your nominee and explain specific examples of how they fulfilled the standards.