

Staff Employee of the Month Program Guidelines

Definitions

SEOM: Full Time Staff Employee of the Month

PTSEOM: Part Time Staff Employee of the Month

SEOY: Full Time Staff Employee of the Year

PTEOY: Part Time Staff Employee of the Year

Purpose

The Staff Employee of the Month program was designed to recognize full time (FT) and part time (PT) staff employees of Columbus State Community College who demonstrate excellence in the behaviors defined by the competency model:

- Customer/Student/Employee Focus
- Professionalism
- Collaboration
- Managing Work
- Continuous Improvement

For more information on these competencies:

<https://www.csc.c.edu/employee/hr/performance/competencies.shtml>

Columbus State students, supervisors, employees, and visitors are eligible to submit nominations. Nomination forms can be found in CougarConnect:

<https://connect.csc.c.edu/submitter/form/start/314562>

Nomination Eligibility

Committee members will review submissions for the following:

- The nominee must be employed for at least six months prior to nomination
- The nominee has not received a disciplinary action in the past year
- The part time nominee can only receive the award once in a 12 month period and the full time nominee can only receive the award once in a 24 month period

If the nominee meets the criteria, the nominee's supervisor will be contacted for their input on the nomination. Once the supervisor's portion is complete, the nomination and supervisor form will be placed in a folder for the committee to review when voting. The folders are reviewed by the committee each month, and will expire 12 months after nomination if not selected for SEOM or PTSEOM.

The following nominations will not be accepted:

- Supervisors, managers, or faculty
- Any SEOM committee member (nominations will be held for the following year's committee)
- Self-nominations

- Team nominations
- Committee members may not submit nominations while serving on the committee

If a nomination is not selected within 12 months, it will expire, and a copy of the nomination will be sent to the nominee for recognition.

Staff Employee of the Month Selection Committee

The Staff Employee of the Month selection committee is composed of up to 13 members of previous FT and PT Employee of the Month award winners. Each member will serve at least a year, typically starting the new fiscal year following their award.

Each member of the committee will be added to the Microsoft Team Channel, "SEOM Committee." The committee lead (by volunteering or nomination) will create a voting poll each month based on the submissions that have met the criteria and have supervisor forms completed. When the poll is ready for the committee to review, members will receive a Team's notification from the lead.

Each committee member selects one FT and one PT staff winner. On the occasion of a tie or need for discussion, the committee may meet virtually for about 30 minutes.

SEOM/PTEOM Recognition Process

- Upon selection by the committee, Employee Experience will confirm the recognition with:
 - The staff employee's supervisor and nominator (to read the nomination at First Wednesday)
 - President's Office (in preparation for First Wednesday recognition)
 - Marketing and Communications (for communicating the award across campus).
- The name and picture of the award winners will be shared on screens throughout campus, as well as in the weekly Update
- The SEOM/PTEOM winner will receive a \$100 monetary award and certificate, and is eligible for SEOY/PTEOY

SEYOY/PTEOY Recognition Process

The SEYOY/PTEOY is chosen from the previous year's SEOM/PTEOM winners, through a similar voting process by the committee at the end of the fiscal year. The winners are recognized at fall convocation.

- The SEYOY winner will receive a \$2,500 monetary award a plaque/trophy, a certificate
- The PTEOY winner will receive a \$1,250 monetary award a plaque/trophy, a certificate