

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 established for all full time (FT) and part time (PT) staff employees of Columbus State Community College and designed to recognize excellence around meeting the employee behavioral expectations as expressed in the competency model.

Nomination Eligibility

Any staff member that has been employed for at least six months is eligible for a nomination.

Nominations will be accepted from supervisors, staff, colleagues, students, and visitors. The following nominations will not be accepted:

- Nominations for supervisors, managers, or faculty
- Any staff employee who has received a disciplinary action in the past year
- Any staff employee that is currently on the SEOM selection committee (Nominations will be held for the following year's committee)
- Self-nominations will ***not*** be accepted
- SEOM Committee members may ***not*** submit nominations while serving on the committee
- This is an individual employee award, not a team recognition
- All selected employees can only receive the award once in any given twelve (12) month period

Criteria for Nominating a Staff Employee of the Month (FT & PT)

Columbus State students, employees, and visitors are eligible to submit nominations. Eligible staff members may be nominated for this award to recognize excellence around meeting the employee behavioral expectations as expressed in the competency model.

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

Nomination forms can be found in CougarConnect at the link below:

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

Staff Employee of the Month Selection Committee

The Staff Employee of the Month selection committee is composed of seven members to be selected and/or appointed every new fiscal year:

- *Newly elected SEOY and PTEOY will serve as Chair and Co-Chair of the committee*
- Four previous SEOM winners selected by the in-coming chairs
- The Employee Engagement & Belonging (EEB) Assistant Director will appoint a representative to be a voting member of the committee
- **Time Commitment:** 9 months, one meeting per month, roughly 30/45 minutes long
- Will select monthly staff winner and Yearly winners, both PT and FT

Committee Voting

Each member of the committee will be added to the Microsoft Team Channel, "SEOM Committee" and when a nomination packet is ready for the committee to consider, they will receive a Microsoft Team's notification from the appointed EEB representative when a new nomination is added to the nominations file folder. Committee members are to review the nominations and rank the nominees according to the criteria set forth in this document.

SEOM/PTEOM Recognition Process

- Upon selection by the committee, EEB will confirm the recognition date with the President's Office (usually during First Wednesday) and notify the staff employee's supervisor and nominator
- The SEOM/PTEOM winner will receive a \$100 monetary award and certificate
- A plaque with a picture and name of staff employee will be on display on a wall in the Human Resource's Department, The President's Office, and in the staff employee's division
- Winner is notified of monetary award, certificate, and eligibility for SEOY/PTEOY after announcement of award

SEYOY/PTEOY Recognition Process

- The SEOY/PTEOY is chosen from the previous year's SEOM/PTEOM winners
- The SEOY/PTEOY is selected by the SEOM committee in early spring
- The SEOY/PTEOY is recognized at the Employee Awards Celebration in June.
- The SEOY 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
- The SEOY/PTEOY will be asked to serve as Chairpersons of the Staff Employee of the Month Committee the year following the award, if still in a staff roll.