



Employee of the Year (EOY) Guidelines

(Updated April 26, 2019)

I. Staff Senate Employee of the Year Guidelines Committee

- a. Review all forms and documentation related to the EOY process and recommend any necessary changes/updates to Staff Senate by the end of the fall semester.
- b. Appoint staff members to the EOY Selection Committee by February. The Chair of the EOY Guidelines committee shall Chair the EOY Selection Committee. The Selection Committee should include the non-voting Chair, up to four Staff Senators, the previous EOY winners, and three appointed full-time staff employees to ensure representation from classified and non-classified staff.

II. Staff Senate Employee of the Year Selection Committee

- a. Appointments to the EOY Selection Committee will be for one year. EOY Selection Committee members cannot nominate or serve as a reference for the EOY during their term.
- b. If a person on the Selection Committee becomes a nominee or is an immediate family member of a nominee or if a committee member becomes unable to serve, the Chair will appoint a replacement.
- c. The names of the EOY Selection Committee members will be kept confidential and will not be published in the Staff Senate minutes.
- d. The Chair or designee will announce EOY nomination process to the UCA community in January.
- e. The Chair will collect all of the nomination forms and prepare them to distribute to the Selection Committee.
- f. The Chair will contact the nominees to invite them to complete the Nominee Intent Form.
- g. The Chair will call EOY Selection Committee meetings as needed in the Spring semester to discuss the EOY process, evaluate the nomination materials, select and interview finalists, and select the EOY winners.

- h. Committee members must attend and participate in regularly scheduled committee meetings. All Selection Committee members must be able to attend every personal interview for the EOY finalists in order to be eligible to participate on the committee.
- i. Following the Selection Process, the EOY Selection Committee should present suggestions/changes to the EOY process to the EOY Guidelines Committee by the end of the Spring semester.

III. Eligibility for the EOY Award

- a. Any full-time staff member, classified or non-classified, with two or more years of continuous service to the University prior to January 1 of the award year is eligible for this award.
 - i. Staff members that report directly to the University of Central Arkansas President are not eligible to compete.
- b. Staff Senate will award an EOY to one non-classified staff member and one classified staff member.
- c. Any employee with a faculty rank is not eligible for this award.
- d. You may not nominate yourself for the EOY award.

IV. Nomination Process

- a. The EOY award information will go out to the campus community via the Echo, UCA Campus News, the Bear Ledger, and Faculty/Staff and Alumni email and/or newsletter as appropriate.
- b. Any UCA staff member, faculty member, student or alumnus may submit a nomination for EOY.
- c. Nominations should be submitted online at www.uca.edu/staffsenate. An email confirmation is sent to the Selection Committee Chair following the completion of the online nomination form.
- d. An email will be sent to the Nominee within two business days of receipt of a nomination to invite the nominee to complete the Nominee Intent Form found online at www.uca.edu/staffsenate.
- e. The Nomination will be considered complete when the Chair receives the Nomination Form and the Nominee Intent Form.
- f. The names of the nominees and nominators including all EOY documentation will be kept confidential throughout the Nomination Process.

V. Selection Process

- a. The EOY is a UCA full-time staff member that has shown extraordinary performance to the University community over the past year. This person is a well-rounded employee that goes above and beyond and truly cares about students, colleagues, and UCA.
- b. The EOY Selection Committee will evaluate nominations based on the following criteria: Initiative, Integrity, Teamwork, and Accomplishments.
- c. The Selection Committee will evaluate and score the Nomination Forms as directed. Upon tabulation of these scores, the top finalists will be invited to a personal interview.
- d. Each EOY finalist will be interviewed by the entire EOY Selection Committee using the same interview questions and evaluation forms. The EOY finalists will be provided with their nomination before the interview and a hard copy of their nomination at the interview. Interview responses will be evaluated and scored as directed.
- e. The nominee (one classified and one non-classified staff member) with the highest scores following the personal interviews will be named the EOY award winners.
- f. The nomination materials for the finalists will be filed in the employee's personnel file in the UCA Human Resources Office.

VI. Awards

- a. The EOY winners will receive a monetary award and an inscribed plaque.
- b. The Staff Senate Treasurer will submit a check request to the UCA Foundation for the cash awards. The Selection Committee Chair or designee will be responsible for obtaining the plaques.
- c. The EOY winners and finalists will be invited to the Employee Service Awards ceremony in April. The EOY winners will be announced to campus at the Awards Ceremony, but the finalists will be made aware of the winner beforehand via email.
- d. The Selection Committee Chair or designee will publicize the EOY results in the Bear Ledger, via Faculty/Staff and Alumni email, Campus News, Staff Senate website, Staff Senate Facebook page and other outlets as deemed appropriate.

VII. EOY Process Timeline

Nomination Forms	Due last Friday in February
Reference Forms	Due 1 st Friday in March
Nominee Intent Forms	Due 1 st Friday in March
EOY Finalists Interviews	Late March
EOY Luncheon and Awards Ceremony	Mid-April (TBD)