



EMPLOYEE OF THE YEAR (EOY) GUIDELINES

(Updated March 31, 2021)

I. Staff Senate Employee Recognition Committee Guidelines

- 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 previous fall semester.
- b. The Employee Recognition Committee should include 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 Recognition Committee Criteria

- a. If a person on the Employee Recognition Committee becomes a nominee or is an immediate family member of a nominee or if a committee member becomes unable to serve, the Co-Chairs will appoint a replacement.
- b. The names of the Employee Recognition Committee members will be kept confidential and will not be published in the Staff Senate minutes.
- c. The Co-Chairs or Staff Senate Secretary will announce EOY nomination process to the UCA community in April.
- d. The Co-Chairs will collect all of the nomination forms and prepare them to distribute to the Employee Recognition Committee via email.
- e. The Co-Chairs will contact the nominees to invite them to complete the Nominee Intent Form.
- f. The Co-Chairs will call Employee Recognition Committee meetings as needed in the Spring semester.

- h. Committee members must attend and participate in regularly scheduled committee meetings, if held.
- i. Following the Selection Process, the Employee Recognition Committee should present suggestions/changes to the EOY process 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 UCA President are not eligible to compete.
- b. Staff Senate will award an EOY to one Classified staff member and one Non-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 all standard means 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 <https://uca.edu/staffsenate/employee-of-the-year>. An email confirmation is sent to the Employee Recognition Committee Co-Chairs 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 <https://uca.edu/staffsenate/employee-of-the-year>.
- e. The Nomination will be considered complete when the Co-Chairs receive 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 Employee Recognition Committee will evaluate nominations based on the following criteria: Initiative, Integrity, Teamwork, and Accomplishments.
- c. The Employee Recognition Committee will evaluate and score the Nomination Forms as directed.
- d. The nominee (one Classified and one Non-Classified staff member) with the highest scores will be named the EOY award winners.
- e. 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 an inscribed plaque and a catered lunch.
- b. The Staff Senate Treasurer will be responsible for obtaining the plaques, and the President's Office will be paying for the plaques.
- c. The EOY winners and finalists will be invited to the Opening Convocation in August. The EOY finalists will be made aware of the winner beforehand via email.
- d. The Employee Recognition Committee Co-Chairs or designee will publicize the EOY results 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 second Monday in April
Nominee Intent Forms	Due third Friday in April
EOY Catered Lunch and Awards Ceremony	Due for Opening Convocation in August