

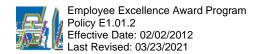
University Policy

Volume E1: Employment/ Hiring

E1.01.2 Employee Excellence Award Program

Responsible Office: Office of Human

Effective Date: 02/02/2012 Last Revision: 03/23/2021 Date of Next Review: 03/01/2026



Responsible Officer: AVP for Human

Resources

Responsible Office: Office of Human

Resources

A temporary Administrative and Professional (A&P) employee who will return to a previous continuing appointment in an A&P or Civil Service classification that they have held for at least twelve consecutive months and not covered by a collective bargaining agreement with a different excellence award program.

A temporary Administrative and Professional (A&P) employee who has served in their temporary appointment no fewer than three years and whose previous continuing appointment outside of A&P or Civil Service has been held for at least twelve consecutive months prior to the temporary appointment.

Employees with a predetermined termination date are not eligible.

Employees receiving an annual excellence award are not eligible to receive another excellence award during the next two award periods.

Award

Annual awardees will receive a framed certificate and a one-time individual award of \$1,000 net. Collective awardees, as part of a group nomination, will split the \$1,000 in equal shares. The Office of Human Resources will process the award payment.

PROCEDURES

The deadline for nominations is April 30th of the current fiscal year. Nominations are accepted throughout the year and are for contributions that occurred between April 1 of the previous fiscal year and March 31 of the current fiscal year. Nominations may be submitted by co-workers, staff, students, or faculty. Self-nominations are also accepted. The committee will select awardees by June 1 of each year.

For full consideration, nominators will submit a letter to the Director of Human Resources and include the following information:

Date

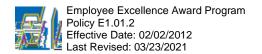
Employee Nominated

Department/Job Title

Nominator

Nominator's Signature

The category that most closely reflects the contributions of this nominee as described below A 0.35 T4E



Responsible Officer: AVP for Human

Resources

Responsible Office: Office of Human

Resources

University Community Contributions

Student Success – exceptional and/or innovative efforts to improve student success or service to students.

Outstanding Service – exceptional and/or innovative efforts that promote innovation, quality improvement, productivity, or human relations to enhance and support the University's mission.

Diversity – modeled behavior by a person or a team that embraces and supports the University commitment toward a diverse campus and a diverse learning environment.

AUTHOR REFERENCE

This policy is based on input from the Civil Service Council, Administrative and Professional Council, and the President's Council.

HISTORY

11/14/2024 - updated award payment structure to one-time payment

03/23/2021 – Comprehensive 5-year review. Replaced nomination form with nomination process, organized regulations and procedures sections, determined annual nomination and award period.

08/27/2013 - Revised; revised policy code number

RELATED POLICIES, DOCUMENTS, AND LINKS

Collective bargaining unit agreements which can be located on http://neiuport.neiu.edu under the Employee Tah

CONTACT INFORMATION