



# 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



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

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### **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 Tab

## **CONTACT INFORMATION**