School of Engineering and Applied Science
Staff Rewards and Recognition Program

Version: A6

17 Feb 2016

<table>
<thead>
<tr>
<th>Approved By:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAS Employee Council</td>
<td>17 Feb 2016</td>
</tr>
<tr>
<td>Dean’s Office/Human Resources</td>
<td>17 Feb 2016</td>
</tr>
</tbody>
</table>
### Change Record

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Affected Paragraphs(s)</th>
<th>Reason/Initiation/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>16 February 2015</td>
<td>All</td>
<td>Stogoski: Final release approved by Employee Council</td>
</tr>
<tr>
<td>A2</td>
<td>9 July 2015</td>
<td>Section 5: Eligibility, Section 6: Award Amounts, Section 7: Nomination Form, Time Covered</td>
<td>Stogoski: Changes from lessons learned during first iteration.</td>
</tr>
<tr>
<td>A3</td>
<td>02 Feb 2016</td>
<td>Section 5: Eligibility, Section 4: Program Administration and Process</td>
<td>Stogoski: Change of eligibility by adding Temporary Staff are now eligible. Deleted the sentence for HR to remove names from the forms. Nominations will not be redacted.</td>
</tr>
<tr>
<td>A4</td>
<td>11 Feb 2016</td>
<td>Section 7: Section 4 of Nomination Form</td>
<td>Stogoski: Include reference to recommendations and other words of support.</td>
</tr>
<tr>
<td>A5</td>
<td>16 Feb 2016</td>
<td>Section 4: Program Administration and Process</td>
<td>Stogoski: Changed wording to reflect SEAS HR to deliver the Forms to faculty, staff, etc.</td>
</tr>
<tr>
<td>A6</td>
<td>17 Feb 2016</td>
<td>Section 4: Program Administration and Process, Section 7: Section 4 of Nomination Form</td>
<td>Stogoski: Edits and dates.</td>
</tr>
</tbody>
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1. Overview

This document contains the description, criteria, and procedures needed to administer the University of Virginia, School of Engineering & Applied Science Staff Rewards and Recognition Program.

2. Reference Documents

The processes and guidelines in this document are partially derived from the following documents to the extent specified herein, combined; the latest issue of the document is valid.

2.1. Reference Documents

<table>
<thead>
<tr>
<th>No</th>
<th>Document Title</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD-01</td>
<td>UVA Policy: Employee Recognition for Classified Staff</td>
<td>30-April-2007</td>
</tr>
<tr>
<td>RD-02</td>
<td>UVA Policy: Pay Practices Program for University Staff Employees</td>
<td>22-May-2009</td>
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3. Program Objectives and Description

The overall objective of the Rewards and Recognition Program is to increase morale and foster initiative for continued excellence by providing a tangible appreciation to those who clearly and consistently work beyond the normal day-to-day responsibilities and whose efforts have significantly benefitted their Department, SEAS, and/or the University.

4. Program Administration and Process

The U.Va. School of Engineering & Applied Science Employee Council administers this program with the support of the Dean, SEAS.

SEAS Human Resources will distribute (e-mail) the Rewards and Recognition Program Process (this document) and Nomination Form to Supervisors, Faculty, and Staff. Supervisors or other employees, who wish to submit a nomination, will complete the form, obtain the required signature (the nominee’s Supervisor or Chair) on the form, and return the signed Nomination to the SEAS Human Resources Department seas-hr@virginia.edu within a pre-specified time period.

Late Nomination Forms will not be accepted.

The HR Department will then distribute the Nomination Forms to the Employee Council for rating.
The SEAS Employee Council will rate each nomination using the criteria and guidelines specified in this document. Award amounts will be assigned to the nominations that were selected. Results will be submitted to the Dean for final approval. After approval, the awards will be distributed and the awardees’ names will be announced.

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination Forms Distributed to Supervisors, Faculty and Staff</td>
<td>~18 Feb 2016</td>
</tr>
<tr>
<td>Completed Nomination Forms submitted to SEAS Human Resources (HR)</td>
<td>18 March 2016</td>
</tr>
<tr>
<td>Review Period (Rank Nominees and assign award amounts)</td>
<td>18 March-8 April 2016</td>
</tr>
<tr>
<td>Forms returned to SEAS HR</td>
<td>8 April 2016</td>
</tr>
<tr>
<td>Awards Distributed via payroll.</td>
<td>TBD</td>
</tr>
</tbody>
</table>

5. **Eligibility**

Salaried Classified Full-Time and Part-Time Staff, non-executive level University Staff employees, and Temporary Staff working in the School of Engineering and Applied Science for one year or longer are eligible to receive awards through the SEAS Staff Rewards and Recognition program. Classified and University Staff employees are eligible for both monetary awards and recognition leave rewards.

6. **Award Amount**

Monetary awards will be distributed in the amounts ranging from $250 to $1,000. Recognition Leave will be distributed in the amounts of 1 to 3 days of leave to be used within a year of accrual date.
## SEAS Staff Rewards and Recognition Program Nomination Form

<table>
<thead>
<tr>
<th>Name</th>
<th>John Doe</th>
<th>Date</th>
<th>Dec 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Mechanical Engineering</td>
<td>Title</td>
<td>Admin Specialist</td>
</tr>
<tr>
<td>Time Covered</td>
<td>Include accomplishments that occurred only during the current performance evaluation cycle. January 2015 – December 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 1: PRIMARY DUTY RESPONSIBILITIES
Give a short description of the nominee’s primary duties and responsibilities

### Section 2: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:
(15 LINES MAX—DOES NOT INCLUDE HEADINGS) 6-10 PT SCORING SCALE
- Use only bullet format; DO NOT place additional bullets/info in space besides headers.
- The acceptable format is: Action, Result, Impact
  - **ACTION:** Describe significant or exceptional accomplishments and how employee performed assigned primary/additional duties.
  - **RESULT:** Include scope, level of responsibility, difficulty level, impact on the department, School, or University, and cost savings.
  - **IMPACT:** Describe the exceptional work, effort, leadership, coordination efforts, and obstacles that were overcome by the nominee that resulted with the successful outcome of the accomplishments.
    (It is expected that award recipients will have overcome problems which could be considered the most difficult for their classification, or beyond the expectations for employees in their classification.)

### Section 3: SIGNIFICANT SELF-IMPROVEMENT:
(4 LINES MAX—DOES NOT INCLUDE HEADINGS) 6-10 PT SCORING SCALE
- Show how the employee developed/improved skills related to primary duties (classes, training, seminars, etc.).
- Can include other relevant training or activity that enhances the employee’s value as a University member.

### Section 4: OTHER CONTRIBUTIONS/OTHER WORDS OF SUPPORT:
(4 LINES MAX—DOES NOT INCLUDE HEADINGS) 6-10 PT SCORING SCALE
- Define scope/impact of the employee’s positive leadership or involvement in other areas.

<table>
<thead>
<tr>
<th>Print Nominator’s Name:</th>
<th>Nominator’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Supervisor or Chair’s Name:</th>
<th>Supervisor or Chair’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Scoring Consideration Standards—(for SEAS Employee Council Use)
Please rate each nominee based on the suggested descriptions of reflective performance below.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolutely Superior</td>
<td>10</td>
<td>Outstanding</td>
</tr>
<tr>
<td>Outstanding Form</td>
<td>9.5</td>
<td>Outstanding</td>
</tr>
<tr>
<td>Few Could Be Better</td>
<td>9</td>
<td>Above Average</td>
</tr>
<tr>
<td>Strong Form</td>
<td>8.5</td>
<td>Above Average</td>
</tr>
<tr>
<td>Slightly Above Average</td>
<td>8</td>
<td>Above Average</td>
</tr>
<tr>
<td>Average</td>
<td>7.5</td>
<td>Average</td>
</tr>
<tr>
<td>Slightly Below Average</td>
<td>7.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>Well Below Average</td>
<td>6.5</td>
<td>Below Average</td>
</tr>
<tr>
<td>Lowest in Potential</td>
<td>6</td>
<td>Below Average</td>
</tr>
</tbody>
</table>

**Outstanding Forms reflect:**
1. Significantly leads in their area of responsibility with outstanding, clearly noticed results.
2. Significant work towards/completion of career-related degree/certification with clear University impact.
3. Significantly involved in Department or higher level efforts outside their area of responsibility.
4. Without exception, the leader of peer group.

**Above Average Forms reflect:**
1. Performed mission-level impact work with quantifiable results.
2. Completed courses or classes toward education/career enhancement.
3. A leader in their peer group.

**Average Forms reflect:**
1. Performed job well with measureable results.
2. Team player.

**Below Average Forms reflect:**
1. Completed job responsibilities.
School of Engineering & Applied Science Staff Rewards & Recognition Program

- Maximum score is 10 points.
- Each Council member should rank-order their first to last nominees.
- Employee Council Chairperson to break any internal ties.

<table>
<thead>
<tr>
<th>NOMINEE’S NAME</th>
<th>6</th>
<th>6.5</th>
<th>7</th>
<th>7.5</th>
<th>8</th>
<th>8.5</th>
<th>9</th>
<th>9.5</th>
<th>10</th>
<th>COMMENTS/RANKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.0 - 7.0 BELOW AVERAGE
7.0 - 8.0 AVERAGE
8.0 – 9.5 ABOVE AVERAGE
9.5 – 10 OUTSTANDING

Rank all nominees 1 thru XX, with 1 being the best.

COUNCIL MEMBER PRINTED NAME

COUNCIL MEMBER SIGNATURE

DATE OF REVIEW