



Staff VIP Award Nomination

This award is to recognize an hourly employee's **outstanding effort or major achievement** which has positively impacted the college, department, or community; in particular:

- Activities are "above the norm" of the job responsibilities of the nominee
- Such service may be demonstrated by:
 - Initiating or accomplishing a special project
 - Assuming responsibilities in the absence of colleague(s)
 - Having implemented excellent systems for accomplishing work in a department
 - Providing special service through a committee, task force or campus community involvement
 - Being an outstanding contributor to the day-to-day success of the college
 - Other identified excellent behavior

Nominations may be made by:

- Immediate supervisor
- Colleagues in same or different department with support of nominee's supervisor

Available to: Full or Part Time Regular Hourly Employees

Deadline: September 30, December 31, March 31

Approval: Review by an internal committee; up to five winners selected three times a year. One person is then selected from the winners as the Staff VIP Employee of the Year.

Obligations/Awards: Winners receive a certificate and a monetary award of \$300. Staff VIP Employee of the Year receives a plaque at the May awards luncheon and a monetary award of \$1,500.

Nominee Name:

Nominee Position Title:

Nominee Department/Division:

Submitted by:

Campus Ext:

E-mail Address:

Signature:

Date:

Are you the immediate supervisor of this employee? Yes No

If not their supervisor, the supervisor must fill out the below section:

Supervisor Name:

Supervisor Signature:

Date:

Please answer the 4 questions on the following pages (please stay within the field sizes):



1. **Describe the nominee's major achievement or outstanding individual effort** (see top of page 1 for examples).

2. **Describe how this achievement or effort has positively impacted the department, College, or community.**

3. **Describe how the nominee's leadership influenced this achievement?**



4. Describe how the nominee's actions exhibited innovation or demonstrated going above and beyond in support of the JCCC Strategic Plan priorities and strategies.
<http://www.jccc.edu/about/strategic-plan/index.html>

Please submit this nomination to Staff & Organizational Development, RC 152 Box 35

Date nomination received by Staff & Organizational Development Office _____