

MISSOURI WESTERN STATE UNIVERSITY  
OUTSTANDING STAFF EMPLOYEE AWARD  
FY 2005/2006

**PURPOSE**

The **Outstanding Staff Employee Award Program** recognizes and rewards exemplary performance by Missouri Western State University employees based both on performance of their responsibilities as outlined in their position description and associated goals and on their specific contributions to the mission, goals and values of the University.

**WHO IS ELIGIBLE?**

All regular full-time and part-time (working at least 20 hours per week), staff employees who have completed at least three years of service at Western and have received at least a "Competent" rating on their FY 2004/2005 performance evaluation. After receiving an award, an employee is eligible to apply again in three years. However, if an employee applies and does not receive an award, the employee is eligible to apply in the next year. Applicants are not eligible to serve on the selection committee during the year of their application.

**HOW MANY AWARDS ARE GIVEN?**

Up to 30 awards will be given annually.

**WHAT IS THE AWARD?**

The full-time staff recipients of the **Outstanding Staff Employee Award Program** will receive an increase of \$1,000 in annual base compensation. Part-time staff will receive an increase of \$500 in annual base compensation. This compensation will be awarded effective the beginning of the University's fiscal year. (For this year, awards will be made in January 2006 reflecting the fiscal year beginning July 1, 2005.)

**The calculation shall be: [Base Salary + (Base Salary x Across the Board %) + \$1,000] = New Base Salary**

**Important Note:** *This increase in annual base compensation will be added to the employees' base compensation even if they have reached the maximum of their respective salary classification range and are not eligible for across the board increases.*

**HOW DO I APPLY?**

Application forms are available on-line at [www.missouriwestern.edu/hr/](http://www.missouriwestern.edu/hr/)....and in paper form in the Human Resources office, Popplewell 117. All applications must be submitted on the application form. Follow the instructions on the Application Form and as noted herein.

### **WHEN IS THE DEADLINE FOR APPLICATION?**

The deadline for receipt of applications in the Human Resources office is **November 30, 2005 at 4:30 p.m.** Incomplete applications and/or applications received after the deadline will not be eligible for review. In subsequent years the deadline will be set near the end of the University's fiscal year.

### **WHO WILL REVIEW THE APPLICATIONS?**

The Outstanding Employee Award Selection Committee will be made up of seven Western employees as appointed by the President. In addition, the Director of Human Resources will serve as an ex-officio/non-voting member of the committee. The committee will make recommendations to the President.

**Outstanding Staff Employee Award Program** recipients may be asked to serve on the selection committee in subsequent years when they are not themselves eligible for the award.

### **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM:**

All applications must be completed on the official application form. Typed entries are strongly encouraged. The following items must also be included:

- Name, Title, Department, and immediate Supervisor of the applicant.
- Description of outstanding performance of responsibilities as outlined in the applicant's position description, associated goals, and their specific contributions to the mission, goals and values of the University.
- Letters of support from the applicant's co-workers and/or community members that specifically address the criteria for the award. (maximum of three (3) letters)
- Evidence of professionalism such as awards, publications, associations, committees, campus and civic community activities, etc.
- A letter of support from the applicant's supervisor. (The Performance Review document may also be attached if desired).
- Signature of the applicant.
- Signature of the applicant's supervisor.

### **SUBMITTING THE APPLICATION:**

Application forms should be sealed in an envelope marked CONFIDENTIAL and sent to:  
Outstanding Employee Service Award  
Human Resources Office  
Poplewell 117

**Applications are due in the Human Resources office by 4:30 p.m. on November 30, 2005.**

MISSOURI WESTERN STATE UNIVERSITY  
OUTSTANDING STAFF EMPLOYEE AWARD  
2005-2006

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

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**Check if letter of support from your supervisor is attached.**

**Check if most recent performance review is attached, if so desired.**

**Check if no more than three letters of support are attached from individuals, such as co-workers and community members, who can speak to your outstanding performance.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Applicant has completed three years of continuous service?    Yes    No

Applicant's performance review rating on last annual review?    Competent    Highly Competent  
Superior

HR will attach copy of position description before forwarding to committee for review.

SUBMIT APPLICATION IN A SEALED ENVELOPE MARKED **CONFIDENTIAL** TO:  
Outstanding Employee Service Award  
Human Resources Office  
Popplewell 117

**Applications are due in the Human Resources office by 4:30 PM on November 30, 2005.**

Provide evidence of outstanding performance over the last three years with regard to your position description, work responsibilities, and associated goals (if applicable). Limit to one page.

Provide evidence of how your other work activities and/or responsibilities **(not otherwise detailed in your position description)** over the last three years have contributed to the mission, values, and goals of the University. Limit to one page.

Provide evidence of professionalism over the last three years such as awards, publications, association/committee participation, and participation in campus/civic activities. Limit to one page.