

MISSOURI WESTERN STATE UNIVERSITY OUTSTANDING STAFF EMPLOYEE AWARD FY 2008/2009

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 vision, mission, and values of the University.

WHO IS ELIGIBLE?

All regular full-time and regular part-time (working a regular schedule of at least 20 hours per week) staff employees who have completed at least three years of continuous service as a regular staff employee at Western and have received at least a "Competent" rating on their FY 2008/2009 performance evaluation. Three years of continuous service is defined as: 3 full years in a regular full-time or regular part-time (working a regular schedule of at least 20 hours per week) position with continuous employment as of June 30th. 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.

WHO MAY NOMINATE?

Staff may be nominated by other MWSU employees (co-workers or supervisor) or by self-nomination.

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 \$2,000 in annual base compensation. Part-time staff will receive an increase of \$1,000 in annual base compensation. This compensation will be awarded effective the beginning of the University's fiscal year (July 1).

The calculation shall be: [Base Salary + (Base Salary x Annual Increase %) + \$2,000] = New Base Salary

WHAT IS THE APPLICATION PROCESS?

Application forms are available on-line at <http://www.missouriwestern.edu/HR/forms.asp> or 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.

IS THERE HELP AVAILABLE FOR COMPLETING THE APPLICATION?

The Human Resources Office will hold at least two trainings before the deadline date to review the application process and give suggestions and techniques for completion. Additionally, they will have an available list of eligible past recipients who would be willing to assist. The University's Strategic Plan document, available at <http://www.missouriwestern.edu/StrategicPlan/stratplan.pdf> provides good information to relate personal and professional accomplishments to the university vision, mission, values and strategic plan opportunities.

WHEN IS THE DEADLINE FOR APPLICATION?

The deadline for receipt of applications in the Human Resources office is **June 12, 2009, 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 a committee with yearly appointments made up of eight Western employees as appointed by the President, including –

- two administrators;
- three exempt previous staff award recipients not eligible and/or applying themselves;
- three non-exempt previous staff award recipients not eligible and/or applying themselves;
- Director of Human Resources (ex-officio/non-voting member).

The committee will make recommendations to the President.

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 vision, mission, 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.
- Signature of the applicant and/or nominator.
- Signature of the applicant's supervisor.
- Performance Evaluation may also be attached (optional).

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 June 12, 2009.

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Name: _____ Title: _____

Department: _____

Immediate Supervisor: _____

DOCUMENTS INCLUDED:

- Letter of support from supervisor (required)
- Three letters of support from other individuals (required)
- Most recent performance review (optional)

Nominator Signature(if applicable): _____ Date: _____
Print Name: _____

Applicant Signature (required): _____ Date: _____
Print Name: _____

Supervisor Signature (required): _____ Date: _____
Print Name: _____

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
Poppewell 117

Applications are due in the Human Resources office by 4:30 PM on June 12, 2009.

Provide evidence of outstanding performance over the last three years with regard to your position description, work responsibilities, and associated employee 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 one or more of the following: the university vision; the university mission; the university values of *Service, Quality, Enthusiasm, Freedom, Respect, Courage*; the university strategic plan opportunities. Limit to one page.

Provide evidence of professionalism over the last three years. This may include awards, publications, association/committee participation, or participation in campus/civic activities. Limit to one page.