Memorandum

To: The University of Houston Campus Community

From: Joan Nelson, Executive Director Human Resources

Date: 3/4/2010

Subject: Staff Excellence Awards Process

Each year the University of Houston recognizes a select group of employees through the Staff Excellence Awards. This year’s awards will be presented to outstanding staff members at an awards ceremony held in May. If you are interested in nominating a UH staff member for consideration, please read the following information to learn more about the process.

Completed nominations can be submitted beginning on Monday, March 1, 2010 and must be received by Human Resources no later than 5:00 p.m. on Friday, March 31, 2010.

Who may be nominated for a Staff Excellence Award?
All benefits-eligible, non-teaching employees with at least three (3) years of university service are eligible for nomination regardless of job classification, title, or level within the organization. This includes employees from the UH central campus and UH system employees.

Who can make nominations?
Any UH employee, student, or community member may nominate a qualifying employee for Staff Excellence Award consideration.

What are the qualifications necessary for award consideration?
Each award recognizes meritorious service, dedication, and contribution to the university beyond the requirements and expectations of the job. Characteristics of an employee’s performance which contribute to excellence include:

- Superior job performance and a high degree of proficiency in their areas of responsibility;
- Outstanding personal traits such as dedication, loyalty, reliability, courtesy, honesty, and initiative;
- Continuous demonstration of service concepts necessary to support the department and the university;
• Initiative in making improvements to work methods, standards, or operations; or
developing new programs, services, or cost savings which enhance or support the
department or the university; and
• The ability to work cooperatively as a member of the work team

**How do I complete a nomination and recommendation form?**
For your convenience the nomination and recommendation forms are available for
submission electronically – no need to print and mail in the form – it’s all done online!
The nomination and recommendation forms can be found online on the Human
Resources website ([http://uh.edu/hr/](http://uh.edu/hr/)).

No signatures are required for approval since the forms are completely electronic. All
College Business and Division Administrators will be notified of employees in their area
who received nomination after the finalists have been selected.

Should you desire a paper version of the nomination or recommendation form, you may
visit our HR Service Center to receive the paper version.

**What is the deadline for submitting nominations?**
Completed nominations can be submitted starting 3/1/2010 and must be received by
Human Resources no later than 5:00 p.m. on 3/31/2010. In addition to the nomination
form, up to four (4) recommendation forms may be submitted to provide further
information for consideration. Only information provided on the approved forms will be
accepted.

**Who selects the winners?**
The Staff Excellence Award Selection Committee as approved by the Executive Director
of Human Resources will evaluate all completed nomination materials submitted and
select a total of eight Staff Excellence Award winners from the categories indicated
below.
- Non-exempt: Office and Clerical – 2 awards
- Non-exempt: Technical, Service, and Craft – 2 awards
- Exempt: Administrative and Professional – 2 awards
- Exempt: Effective Leader (Supervisors and/or Managers) – 2 awards

Effective Leader award recipients are supervisors or managers who have demonstrated
support of the university’s current leadership development initiatives, displayed excellent
leadership throughout the year, and actively pursued continuous self and team
improvement.

**What does a Staff Excellence Award winner receive?**
In addition to their attendance and recognition at the Staff Awards Day ceremony and
luncheon, winners will also receive a certificate and $1,000. All previous Staff
Excellence Award recipients will be eligible for nomination for the Charles F. McElhinney
Distinguished Service Award, the highest award given for exemplary staff contribution to
the university. The recipient of the C.F. McElhinney Distinguished Service Award will
also attend and be recognized at the Staff Awards Day ceremony, receive a plaque, and
$3,000.
The Staff Excellence Awards represent a meaningful and tangible way in which the university can acknowledge and reward employees for all of their hard work and dedication to the university’s student education and mission. I hope that each of you will take this opportunity to tell us which of your colleagues deserves such notable recognition.