Awards: Team Recognition

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Issue No. 6
Reviewer: Associate VPFSS Planning
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POLICY STATEMENT

01.01 We at Texas State University are committed to supporting the educational mission of the institution through efficient information storage and retrieval, appropriate auditing procedures, professional personnel services, and a safe environment. The following procedure contributes to the fulfillment of this policy.

01.02 This FSS/PPS establishes quarterly FSS Team Recognition Programs, defines the composition of the selection committee, eligibility criteria, nomination and selection procedures, award for the program, and discusses other employee recognition programs in the FSS division.

02. PROCEDURE FOR APPOINTING THE FSS TEAM RECOGNITION SELECTION COMMITTEE

02.01 The FSS Team Recognition Selection Committee will be appointed by the VPFSS every two years. It will include the Associate VPFSS Planning (serving as chair), one representative from Facilities, one from Transportation Services, one from the Auxiliary Services area, one from the Financial Services area, one from the Treasurer area, one from Environmental Health, Safety and Risk Management, one from the Budget Office and one from Human Resources. In addition the VPFSS will seek committee members from the Provost/Academic Affairs Division (1) and from the Student Affairs Division (1).

03. ELIGIBILITY CRITERIA, NOMINATION AND SELECTION PROCEDURE

03.01 A team is a small number of people with diverse and complementary skills and backgrounds, working together to achieve a common performance goal for which they hold themselves mutually accountable, and for which they are held accountable as a group.

03.02 To be eligible for the FSS Team Award, a group of individuals identified as a "team" by an individual nominating the group for recognition will be considered by the selection committee upon review of the nomination form http://www.fss.txstate.edu/forms.html addressing the following:

a. was exemplary service provided to on-campus or off-campus clients and explain,

b. what was accomplished, (was the team responsible for a one time project or did the team develop new or improved standards and procedures)

c. how was it accomplished,

d. how did the team's actions benefit the institution, (examples: improved service, completed project ahead of schedule, error rate reduced, time between initiation and completion of an action was minimized, etc.)

e. why should this team be recognized.

03.03 Anyone on campus or off campus may nominate a team. A team should consist of primarily Finance and Support Services employees but may include individuals from other divisions as well as students. Self-nominations are allowed.

03.04 A memorandum will be distributed quarterly to all FSS employees and to VPs, Deans, Chairs and Directors in the other divisions. Nominations will be submitted to the Chair of the FSS Team Recognition Committee. The following calendar will be followed:

a) VPFSS distribute request for nominations:
December 10, March 10, June 10 and September 10.

b) Nominations due in VPFSS office: January 1, April 1, July 1, and October 1.

c) Committee meets for selection: January 5, April 5, July 5, and October 5.

03.05 The selection committee chair (or his/her staff) will contact the appropriate BSC manager on submissions for teams in his/her division prior to having the formal committee review of the nomination.

03.06 As deemed necessary, information contained in the nomination may be validated by the committee chair (or his/her staff).

03.07 Nominations will be reviewed and ranked by the selection committee. The team receiving the highest ranking will be selected for the Team Recognition Award.

03.08 Nominations will be reconsidered one additional quarterly cycle if the team was not selected for the award in the quarter first submitted.

04. PROCEDURES FOR PRESENTATION OF THE FSS TEAM AWARD

04.01 Presentation of the FSS Team Recognition Award is as follows:

a. The teams nominated will be recognized at the first scheduled Extended BSC meeting after the selection is made for the January and October selections. A reception held

quarterly prior to the meeting is open to all FSS employees. The April and July selections will be announced at the April social and August kickoff respectively.

b. State law permits use of state funds for awards for professional achievement or other outstanding service if purchased through the State Purchasing Commission, the cost of which shall not exceed $75.00 per employee (i.e. lapel pins, plaques, engraved certificate, etc.).

c. All members of the teams nominated will receive a "prize" (e.g. mug, paper cube). The team members selected for the quarterly award will receive, in addition, a half-day off and a certificate signed by the vice president. Time off must be agreed to by the team member's supervisor.

d. Pictures of the team selected will be produced. One picture will be placed in a display case outside the VPFSS's office and one will be published in the FSS Newsletter.

05. OTHER FSS EMPLOYEE RECOGNITION PROGRAMS (other than Quarterly Teams)

05.01 Newsletter- A quarterly newsletter is published and the VPFSS Executive Assistant is chair of the Newsletter Committee. Within this newsletter, recognition is given to new employees and employees' acknowledgements and accomplishments.

05.02 Socials- An April social is held (which is usually a noon meal) for all FSS employees. A Fall kick-off (which is done in conjunction with a breakfast) is held in August before the beginning of the school year for all FSS employees. All FSS Team Award winners for the previous fiscal year may be recognized at the kick-off.

05.03 Customer Service Awards- Customer Service Awards are announced at the Fall Kickoff. Extended BSC members may nominate up to four employees. When employees are nominated by someone outside their supervising line, the VPFSS will verify the nomination with the immediate supervisor. The VPFSS makes the final selection of eight individuals to receive a $400 award. The check is included on the August supplemental payroll.

06. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS FSS/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

Positions	Section	Date
Associate VPFSS Planning	Review	Jan. E4Y-93
VPFSS	03.03	Feb. 15, May 15, Aug. 15, Nov. 15

07. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate VPFSS Planning, Reviewer

Vice President for Finance and Support Services

Approved: _____
Reviewer

Approved: _____
Vice President for Finance
and Support Services