01. PURPOSE

01.01 This PPS details the process for the formal Information Technology recognition and reward program known as the IT HONORS Awards and the rules governing the program.

01.02 This PPS outlines the informal Information Technology recognition and reward program known as the BRAVO Program and the rules governing the program.

02. BRAVO AWARD DETAILS

02.01 BRAVO’s are daily informal recognition from one employee to another.
02.02 BRAVO’s may be sent at any time and for any reason.
02.03 Any IT Division employee may send a BRAVO.
02.04 Any IT Division employee or student employee may receive a BRAVO.
02.05 BRAVO’s may be sent electronically by visiting the official BRAVO site at http://www.vpit.txstate.edu/bravo.
02.06 A prize drawing will be held each month.
02.07 Those eligible for the drawing include everyone who has received a BRAVO during the previous monthly cycle.
02.08 If a student worker’s name is drawn first, that student will receive the grand prize. The drawing will then continue until a regular employee’s name is drawn. The regular employee will also receive a grand prize. An additional five names will be drawn. Those employees and/or student workers will receive a standard BRAVO prize; i.e., coffee mug.
02.09 Grand prize recipients may select their prize from a list of University-supporting items or events. Each prize has a maximum value of $50. Please see the SharePoint CSDT site or contact the Office of the Vice President for Information Technology for the current prize list.
02.10 BRAVO winner information will be circulated to all regular IT Division staff on the SharePoint CSDT site and by e-mail.
03. IT-HONORS AWARD DETAILS

03.01 The IT HONORS Awards are a formal means to recognize and celebrate individual and team contributions that enable the IT Division to fulfill its mission.

03.02 IT HONORS Award nominations are accepted each Spring for the HONORS Selection Committee review.

03.03 Awards are presented each spring at the IT Spring Staff Appreciation Breakfast and HONORS Award Ceremony in May.

03.04 Members of IT Council are not eligible for individual awards.

03.05 The Vice President and Associate Vice Presidents are not eligible to submit HONORS nominations.

03.06 There are three award categories within the IT-HONORS Awards.

a. **Employee Excellence Award**
   1) Those eligible for this award are permanent full-time or part-time IT Division employees with at least six months of service.
   2) Nomination criteria may be found on the official nomination form.
   3) Up to three employees may receive this award annually. A different number of awards may be given at the discretion of the HONORS Selection Committee with approval by IT Council.
   4) Recipients of this award will receive $250.

b. **Excellent Leadership Award**
   1) Both supervisory and non-supervisory staff members are eligible for nomination.
   2) Those eligible for this award are permanent full-time or part-time IT Division employees with at least six months of service.
   3) Nomination criteria can be found on the official nomination form.
   4) Up to two employees may receive this award annually. A different number of awards may be given at the discretion of the HONORS Selection Committee with approval by IT Council.
   5) Recipients of this award will receive $250.

c. **Collaborative Team Excellence Award**
   1) Those eligible for this award include groups or teams of two or more that work together to achieve a common goal. Eligible team/group members must be permanent full-time or part-time IT employees.
   2) Nomination criteria can be found on the official nomination form.
   3) Up to two teams may receive this award annually. A different number of awards may be given at the discretion of the HONORS Selection Committee with approval by IT Council.
   4) Recipients of this award will receive four hours paid administrative leave.

04. IT-HONORS SELECTION COMMITTEE PURPOSE AND PROCEDURES

04.01 The Selection Committee is a body comprised of representatives from each department within the IT Division. Membership numbers are based
on departmental population, and reflect the membership of the IT Community Staff Development Team.

04.02 Representatives meet each year in April to review nominations and make recommendations to the Vice President.

04.03 Representatives serve a two-year term, with half the team rolling-off each year.

04.04 Each year, Division employees will be petitioned to submit nominees to serve on the Selection Committee. Self-nominations are permitted.

04.05 Those eligible to serve on the Committee are full-time employees who have been employed by the Division for at least six months. Assistant Directors and above are not eligible to serve.

04.06 Nominees will be given the opportunity to withdraw prior to election.

04.07 Department employees will elect their own representative by popular vote. If a representative is unable to serve, the person with the next highest amount of votes for his/her position will replace him/her on the Selection Committee.

04.08 If a Selection Committee member is nominated for an award, that member must withdraw from consideration for the award.

04.09 Members of the Selection Committee are allowed to nominate candidates for the IT-HONORS Awards and are permitted to vote in categories in which they have submitted nominations.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

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

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<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
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<tr>
<td>Chair, IT Community Staff Development Team</td>
<td>All</td>
<td>Annually</td>
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Approved: ____________________________
Reviewer

Approved: ____________________________
Vice President for Information Technology