

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-138

28 February 2014

EMPLOYEE AND TEAM OF THE YEAR PROGRAM

1. PURPOSE

The Citadel is committed to recognizing the excellence of its employees. It supports the identification of employees who perform their current job duties above and beyond the requirements of their daily duties. This memorandum sets forth The Citadel's policy for providing continuing recognition for superior performance by Citadel employees through The Employee of the Year (EOY) and The Team of the Year (TOY) program.

2. REFERENCE

South Carolina Code Title 8-11-920: State Officers and Employees

3. DEFINITIONS

N/A

4. POLICY

- A. Employee of the Year (EOY) general eligibility and criteria are listed in Annex A.
- B. Team of the Year (TOY) general eligibility and criteria are listed in Annex B.
- C. Procedures for both the Employee and Team of the Year and awards are listed at Annex C.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Vice President for Operations on 28 February 2014.

B. Responsible Department:

Office of Human Resources

C. Responsible Official:

Training Manager

D. Cross References

N/A

7. RESCISSION

None

8. REVIEW

This policy will be reviewed annually.

FOR THE PRESIDENT:

OFFICIAL

THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Vice President, Operations

Attachment

Annex A, Employee of the Year General Eligibility and Criteria
Annex B, Team of the Year General Eligibility and Criteria
Annex C, Procedures

Annex A
Employee of the Year General Eligibility and Criteria

1. GENERAL ELIGIBILITY for Employee of the Year:

- A. All program areas are encouraged to nominate at least one candidate.
- B. Faculty, students and temporary employees are not eligible for nomination.
- C. Candidates must have at least two (2) years of continuous employment with The Citadel as of the first day of current year of competition for consideration.
- D. Candidates must have an overall Exceptional rating on their most current Employee Performance Management System (EPMS) evaluation at the time of nomination.
- E. Candidates must have a specific or sustained accomplishment that exceeds normal expectations.
- F. Candidates must not have been named Employee of the Year within the past five (5) years.

2. CRITERIA for Employee of the Year:

- A. Potential candidates must be nominated using the Employee of the Year Award Nomination Form and the Employee of the Year Supplemental Nomination Form. These two documents make up the nomination packet. No other documentation will be accepted or considered.
- B. The nomination packet may be initiated by any individual witnessing the specific or sustained accomplishment.
- C. The nomination packet must contain the original signature of the nominator and be routed through the candidate's chain of command and Vice President.
- D. All nomination packets must arrive at Human Resources not later than 5:00 p.m. on, or prior to, the cutoff date, usually the 20th of February. Late submissions will be returned without action or consideration.

Annex B
Team of the Year General Eligibility and Criteria

1. GENERAL ELIGIBILITY for Team of the Year:

- A. All program areas are encouraged to nominate at least one team each year.
- B. Teams may contain a combination of classified and unclassified employees. Contractors and students are not eligible for nomination.
- C. A team consists of a minimum of three individuals working on a project sponsored by one or more departments.
- D. Team projects must begin and end during the current Fiscal Year (1 July – 30 June).
- E. Nominations are based on:
 - 1. Improving The Citadel environment (work, classroom, infrastructure etc.).
 - 2. Improving service to students.
 - 3. Developing and implementing cost saving measures.
- F. Candidates must not have been named Team of the Year within the past five (5) years.

2. CRITERIA for Team of the Year:

- A. Potential candidates must be nominated using the Team of the Year Award Nomination Form and the Team of the Year Supplemental Nomination Form. These two documents make up the nomination packet. No other documentation will be accepted or considered.
- B. The nomination packet may be initiated by any individual witnessing the specific accomplishment.
- C. The nomination packet must contain the original signature of the nominator and be routed through the candidates' immediate supervisor and Vice President.
- D. All nomination packets must arrive at Human Resources not later than 5:00 p.m. on, or prior to, the cutoff date, usually the 20th of February. Late submissions will be returned without action or consideration.

Annex C
Procedures

1. PROCEDURE:

A. Staff Council

1. The Citadel Staff Council, Welfare and Morale Committee is the voting body for both awards.
2. The Welfare and Morale Committee will consist of one member from each Vice President area.
3. The Human Resources Training Manager (HRTM) serves as the coordinator and recorder.
4. The Welfare and Morale Committee will review the nomination timelines during their first meeting in January, and will review procedures and authorize the opening of the nomination period. The nomination period for both awards is February 1 to February 20.
5. Once the nomination period closes, Welfare and Morale Committee will review all of the nomination packets provided electronically by the HRTM and return each of the individual score sheets either via electronic mail or in printed copy.
6. The Staff Council Welfare and Morale Committee will act as advisors to the HRTM on all EOY and TOY matters.

B. The HRTM will:

1. Maintain all EOY/TOY files.
2. Coordinate all EOY and TOY activities at Staff Council meetings in conjunction with appropriate committees.
3. Ensure all packets are completed in accordance with this policy and the privacy of the nominees and the Staff Council is maintained.
4. Verify eligibility of all candidates immediately upon receipt of the nomination packet. All packets for employees not qualified, see paragraph three "Eligibility", will be returned without action.
 - a. Verify employee status in Banner.
 - b. Verify EPMS rating from the employee's personnel folder.

5. Distribute the nomination packets and score sheets to the committee members within forty-eight (48) hours of the close of the nomination period.
6. Collect and tabulate the nomination score sheets from each committee member.
7. Compile and complete all correspondence, notifications and announcements of the Employee of the Year.
8. Coordinate all awards and receptions.

C. Employee and Team of the Year timeline

1. Campus wide notification of the opening of the nomination period will be 1 February each year.
2. The closing date of the nomination period will be on or about 20 February.
3. The first working day after the closing of the nomination period, the HRTM will forward all of the eligible candidate's nomination forms and their corresponding score sheets to the Staff Council for review and scoring.
4. The Welfare and Morale Committee will have four days to review, score and return the score sheets to the HRTM.
5. The Welfare and Morale Committee will meet not later than the first week of March to review their votes and verify their score sheets. Scores will remain secret at all times.
6. The HRTM will notify the candidates' supervisor to verify their candidates continued eligibility.
7. The HRTM completes the request to the President of the College to award and announce the Employee and Team of the Year.

2. Awards

- A. Employee of the Year will receive as a minimum (pending funding availability):
1. A one-time \$1,500 stipend, and
 2. Two (2) Citadel season football tickets, and

3. Designated Reserve parking space on campus, and
 4. Recognition at the Employee Appreciation Event held at the Beach House, and
 5. Plaque and floral bouquet awarded at the Recognition Parade.
- B. Team of the Year members will receive as a minimum (pending funding availability):
1. Lunch with the President of The Citadel.
 2. Appropriate certificate for each member of the team.