


# PROCEDURE MANUAL

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Section		Subject	Title Employee Recognition Award Nominations

## **PURPOSE**

The Delta Community College Employee Awards are presented annually to employees of the college. The Outstanding Employee Award was created in an effort to recognize outstanding LA Delta employees who have gone above and beyond the call of duty to provide excellent service to students, colleagues, and the college. This award focuses on the individual achievements, which have exceeded the expectations set forth in job descriptions. Members are nominated and selected in accordance with the following criteria.

### **1. Nomination Criteria**

To qualify for consideration an employee must meet the following requirements:

1. Must have been employed by LA Delta at least one (1) year
2. Must be a full-time employee
3. Must not have been a recipient of the award during the prior three (3) years
4. Must not have received any disciplinary notices within the last year.

#### **Outstanding Professional Staff**

Employees eligible for this recognition are staff members at and above the level of Director.

Director  
 Division Chair  
 Dean  
 Vice Chancellor

Criteria:

- Provides a sense of vision for the college departments and makes faculty and staff feel actively involved in these goals.
- Identifies problems, gathers information for analysis, develops possible solutions, evaluates alternatives, selects solutions and puts them into action.
- Shows initiative, has positive attitude towards task completion, is a self-starter and dependable

- Creates a productive work environment for employees.
- Listens and speaks effectively, demonstrates professionalism, interacts harmoniously with all levels of faculty, staff, and the public, and listens to suggestions and ideas.
- Completes job duties in a timely manner.
- Recognizes and rewards superior performance, and is fair and flexible in dealing with employees.
- Encourages professional growth of employees.
- Involved in non-work related service and activities – both on campus and in their community.

### **Outstanding Support Staff**

Employees eligible for this recognition are staff members below the level of Director.

Criteria:

- Productivity and attendance exceeds expectations.
- Demonstrates positive and professional interaction with fellow employees, as well as the college community.
- Has a positive impact on employee morale.
- Performs all duties required in a timely fashion.
- Demonstrates initiative by assuming responsibility for additional tasks when the need arises.
- Listens to suggestions and ideas, and attempts to contribute to the overall improvement of the office environment.

### **Outstanding Faculty**

Employees eligible for this recognition are 9 and 12 month faculty members.

Criteria:

1. Productivity and attendance far exceeds expectations.
2. Demonstrates positive and professional interaction with fellow faculty, students, the College, and the Community.
3. Has a positive impact on the morale of peers, staff, and students.
4. Performs all duties required in a timely fashion and demonstrates initiative by assuming responsibility for additional tasks when the need arises.
5. Listens to suggestions and implements good ideas to contribute to the overall improvement of the classroom and the College.
6. Demonstrates outstanding teaching abilities and makes significant contributions to student learning and growth.

### **Outstanding Retiree Award**

Criteria:

- Exhibits excellent, continued positive relationship with faculty and staff.
- Continues to promote LA Delta in a positive light in the community.
- Demonstrates outstanding service to LA Delta.

**Note: An employee can only win an award one time within a three-year period as per LCTCS guidelines.**

## **2. Nomination Procedure**

1. Faculty and staff may nominate one person in each category by completing a nomination form.
2. A separate form must be used for each nominee. All employees completing the nomination form are required to write a narrative and submit documentation supporting their nominee.
3. Employees must submit their nomination packet to the Office of Human Resources by the third Monday in October.
4. Nominees will be notified of their nomination before the committee reviews the documentation. At this time, a nominee may withdraw from consideration for an award.
5. Human Resources will turn in nomination packets to the employee awards committee by the first Monday in November.
6. The employee awards committee will include at least three previous award recipients and an SGA member.
7. The committee will submit their final selection to the Chancellor by the first Monday in December.
8. Award recipients will be announced at graduation and recognized at the LCTCS Conference Day awards ceremony.