

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: B
SUBJECT: Staff Employee of the Year Program	Effective: 06/05/09
	Revised: 05/29/09

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STAFF EMPLOYEE OF THE YEAR PROGRAM

Purpose

The purpose of this program is to provide a method for the recognition of staff (non-faculty) employees of South Carolina State University who distinguish themselves by excellence in their performance and service to the University.

Eligibility for Nomination

Full-time employees of South Carolina State University in FTE positions, who demonstrate the ability to perform their duties in a recognizably outstanding manner, are eligible for nomination for Staff Employee of the Year.

Selection Committees

A. Division Outstanding Staff Employee Selection Committee Structure

1. An Outstanding Staff Employee will be selected for each of the Divisions of the University, which consist of Academic Affairs; Student Affairs; Finance, Facilities and Management Information Systems; Institutional Advancement; Office of the President; and Research and Economic Development.
2. The Vice President shall appoint an Outstanding Staff Employee Selection Committee consisting of three to five members of a cross-section of staff (non-faculty) employees in that Division.
3. In addition to selecting the Division Outstanding Staff Employee, the Committee should make necessary plans/preparations for extending recognition to that employee. The Committee should be advised by the staff member of the Division who has been appointed to serve on the University Staff Employee of the Year Selection Committee.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

B. University Staff Employee of the Year Selection Committee Structure

1. The University Staff Employee of the Year Selection Committee will be composed of representatives as follows:
 - a) A Chairperson appointed by the President.
 - b) A Vice Chairperson appointed by the Chairperson.
 - c) Representatives from each of the Divisions appointed by the Vice President of that Division.
 - d) A representative from the University's Staff Senate.
 - e) The previous year's University Staff Employee of the Year.
2. Duties of the University Staff Employee of the Year Selection Committee members shall include (but are not limited to):
 - a) Reviewing Staff Employee of the Year selection procedures and recommending changes as appropriate.
 - b) Selecting the University Staff Employee of the Year and choosing an appropriate plaque to be presented to that employee.
 - c) Advising Division Outstanding Staff Employee Selection Committees on plans for recognition of their Outstanding Staff Employees.
 - d) Assisting the Chairperson in completing his or her duties.

University Staff Employee of the Year Selection Committee Chairperson

The Chairperson of the University Staff Employee of the Year Selection Committee will:

- A. Provide nomination forms to staff via University email on or before September 1 of the year preceding the year of selection.
- B. Obtain copies of the nomination forms of each Division Outstanding Staff Employee by January 15 of the selection year and distribute copies of same to each member of the University Staff Employee of the Year Selection Committee prior to the meeting date selected for voting. The meeting date shall be held between February 1 and February 15 of the selection year.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

- C. Make necessary preparation for the presentation of an award to the University Staff Employee of the Year.
- D. Perform other necessary duties as required.

Selection Schedules

The term for Division Outstanding Staff Employees and the University Staff Employee of the Year shall be for one year commencing on the date of the Founder's Day Program of the year in which they are selected. The selection schedule shall be as follows:

- A. Appointment of University Staff Employee of the Year Selection Committee Chairperson by August 1 of the year preceding selection.
- B. Nominations for outstanding staff employees submitted to Division Selection Committees by November 1 of the year preceding selection.
- C. Selection of Division Outstanding Staff Employees (and names submitted to the University Employee of the Year Selection Committee) by January 15 of each year.
- D. Recognition of Division Outstanding Staff Employees between January 16 and February 15 of each year.
- E. Selection of University Staff Employee of the Year by February 15 of each year.

Recognition of Division Outstanding Staff Employees and University Employee of the Year

A plaque will be awarded to the University Staff Employee of the Year and Division Outstanding Staff Employee at the Founder's Day Program (last Sunday in February) of the year selected.