

Employee of the Month

Purpose

WTAMU appreciates the efforts of the employees to achieve goals and maintain the vision of the University. Outstanding employees are to be recognized both as a reward for their performance but also to serve as a model for other employees. All nominations for the Employee-of-the-Month must be submitted in a positive manner that is fitting with the nature/spirit of the program. Any nomination submitted containing disrespectful/derogatory remarks about fellow employees, the employee's department, or employee's supervisor will be discarded.

Eligibility

All part-time and full-time WTAMU Staff and SSC employees are eligible to be nominated for Employee-of-the-Month (EOM); faculty and student workers are *not* eligible (as classified with Human Resources, despite job responsibilities). Nominations for the award may not be from any family member or from the actual employee themselves. Employees at the Vice President level or higher are *not* eligible to be nominated.

Staff Council members, if nominated, will be eligible. If they serve on the EOM committee, they will still be eligible to be nominated but will not be eligible to participate in the voting of their own nomination; the EOM chair (who is not a voting member) will serve as an alternate voter.

Limitations: Previous EOM recipients are ineligible for nomination for two calendar years from the month they were initially awarded EOM. If nominated within this time frame, the nominator will be notified of this limitation.

Procedures

The Employee-of-the-Month (EOM) program recognizes one employee each month. Nominations are based on quality of work, portrayal of a positive image of the University, rapport with others, dependability, flexibility, enthusiasm, and creativity. Completed nominations may be made by any employee (i.e. supervisor, colleague) using the form available from <https://wtamu.submittable.com/submit> and must be submitted by 5pm on the 1st day of each month to be considered.

Additional documents, such as a letter/statement of support from the employee's supervisor, as well as a brief questionnaire from the employee regarding work history and involvement with the University must also be obtained by the deadline in order to be considered.

The selected EOM will be recognized at a reception and will receive a University Bookstore gift certificate, BuffCASH, on his/her Buff Gold card, an ARAMARK gift certificate, and a \$250 check from the WTAMU Foundation. The selected nominee will also be eligible for the Employee-of-the-Year award.

Employee of the Year

The Employee-of-the-Year (EOY) program recognizes one employee selected by vote from the EOM recipients from June through May of each year. The vote is made by *all* employees of WTAMU and SSC. The EOY is announced at the annual All-Staff Luncheon conducted in early June.