

**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 Program. Nominations for the award may not be from any family member or from the actual employee themselves.

**Procedures:**

The Employee-of-the-Month Program recognizes one employee each month. Nominations are based on quality of work, portrays positive image of the University, rapport with others, dependability, flexibility, enthusiasm and creativity. Completed nominations may be from any supervisor as well as any colleague using the form available from <https://wtamu.submittable.com/submit> and must be submitted by 5pm on the 1st 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 employee of the month will be recognized at a reception and will receive a University Book Store gift certificate; money added to 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.