



Angelo State University
Operating Policy and Procedure

OP 52.12: Employee Recognition Programs

DATE: September 1, 2007

PURPOSE: The purpose of this OP is to establish procedures for the University's employee recognition programs.

REVIEW: This OP will be reviewed in September by the Director of Human Resources with recommended revisions forwarded through administrative channels to the Vice President for Finance and Administration.

POLICY/PROCEDURE

1. Employee Service Awards Program

Angelo State University has established a service awards program to recognize career milestones for employees of the University. An annual recognition ceremony is held to honor those employees who have completed ten or more years of service. Initial recognition is given upon completion of ten years of continuous service. Thereafter, recognition is given for five year increments. Employees receive an award for each recognized level.

2. Employee Excellence Award

Angelo State University will award four Employee Excellence Awards annually. The purpose of these awards is to recognize those staff employees whose performance exceeds the customary standards or who exhibit outstanding skills or abilities in the performance of special projects for the University.

The awards will be presented as determined by the University Staff Senate. Each award shall consist of a certificate of recognition and a cash award as determined by the Staff Senate. All full-time staff employees, excluding the President, vice presidents, the Senior Executive Assistant to the President, associate vice presidents, deans and faculty, are eligible to be nominated for an award under this program.

To be considered, the employee must have been **continuously employed for one year** and must not have received the award within the past three years. The employee must have performed well above the normal level for his/her job for a sustained period of time, or have excelled in the performance of a specific project. Any full-time employee, regardless of position, may nominate another full-time staff employee for the award.

The *Nomination Form* (Attachment) must be completed and forwarded to the Chair of the Staff Senate. The nomination forms are reviewed and the subcommittee selects the award recipients.

Attachment: [Nomination Form](#)