

ANNOUNCING THE LAWR EMPLOYEE RECOGNITION AWARD PROGRAM

The Rules

1. The purpose of this award program is to recognize employees for exceptional performance on a particular work-related task or assignment.
2. All academic and staff employees are eligible to be nominated and receive an award. We impose a limit of one award per employee per year.
3. Awards may be items of tangible personal property of minimal value, such as flowers, a book, a ticket for a sporting or cultural event, a plaque, or a non-negotiable gift certificate or debit card up to a maximum of \$75.
4. The department will provide funds for one recognition award per quarter.

Procedures

The nominator would fill out the attached form to nominate an employee. At the end of the quarter, the Department Chair and Department Manager would evaluate the awards according to the established criteria and select a recipient. The nominator is responsible for initiating the purchase of the award and can either be reimbursed or use a purchase order. The nominator would present the award to the recipient. Nomination forms and award announcements would also be posted on the LAWR website.

Evaluation Criteria

The evaluation criteria include the following:

- the benefit of the employee's accomplishment to the department, or to a research, teaching or outreach program;
- the uniqueness of the accomplishment – the degree to which the accomplishment is above and beyond the normal scope of the employee's duties.



Know an LAWR employee that is doing a great job?

Nominate them for an award!



**Fill out a nomination form
and return it to LAWR Department Manager Mary
McNally's Mailbox in 1111 PES Building.**