

**College of Agriculture
Alabama Agricultural Experiment Station**

Staff Employee of the Year Awards

Purpose: The College of Agriculture and the Alabama Agricultural Experiment Station have established an awards opportunity to honor staff employees in the technical and administrative classifications of the College and Experiment Station who have exhibited outstanding performance, professionalism, service and behavior in the workplace.

Eligibility: All administrative/professional and staff employees in the College of Agriculture and the Alabama Agricultural Experiment Station who have been employed at least 1 year in a regular, continuing appointment by December 31 of the award year are eligible to be nominated. Recipients of this award will not be eligible again for a period of two years but will become eligible again after the two year period.

The Award: Recipients will be awarded a certificate and \$750. The award is taxable according to IRS guidelines.

Awards Committee: The Awards Committee is comprised of a Chair (Human Resources), administrative/professional representative, staff representative, Department Head/Chair and an Experiment Station Director.

Criteria for consideration of the award: The recipient of the award will have outstanding performance and behavior in the workplace. This will include exhibiting professionalism with fellow co-workers and external groups as appropriate, going beyond the “call of duty” and providing excellent service. The previous year performance evaluation should have an overall rating of Leading Performance.

Process of selection: An application for Employee of the Year award shall be completed in its entirety along with a letter of support for the nominee from a peer or faculty member by the established deadline. Late or incomplete packets will not be considered. The employee may be nominated by any employee (faculty or staff) but the application form must be signed by the supervisor and the Department Head/Chair or experiment station Director. The completed packets will be evaluated and scored by the established Awards Committee through a confidential process. The Dean and Director will have the final approval.

Notification of award: The nominator, supervisor and Department Head/Chair or Experiment Station Director of the recipient will be notified prior to the presentation to encourage attendance at the reception. The recipient of the award will not be notified prior to the presentation of the award.

Presentation of award: The College and the Alabama Experiment Station will present the Employee of the Year Award during the Annual Holiday Reception.