

Lakeland Community College
Employee of the Semester Recognition Program

(A) Purpose

- (1) To recognize staff employees for exceptional performance and contributions to their department and ultimately to the College. Individuals considered should exemplify the highest standards in their field to be emulated by other staff.

(B) Eligibility

- (1) All non-probationary full- and part-time personnel who meet the criteria for selection. Individuals previously selected as Employee of the Semester will not be eligible for nomination again until two years have elapsed from the date they were selected. This will allow other outstanding employees an opportunity to be selected.

(C) Selection Committee

- (1) The selection committee will consist of seven members: three administrative and supervisory/professional personnel appointed by the Director for Human Resources with the concurrence of the Senior Vice President for Administrative Services and Treasurer, three staff personnel elected by the Lakeland Staff Association, and the most recent recipient of the Employee of the Semester Award.
 - (a) The members will serve for a period of two years.
 - (b) The Director for Human Resources will chair the committee, will be a permanent member, and will be excluded from voting except to break a tie.

(D) Nomination Procedure

- (1) The supervisor of record or any employee on continuing status can nominate an eligible individual for the Employee of the Semester Award.
 - (a) The nominator must complete the “Employee of the Semester Nomination Form” and submit it to the Director for Human Resources by the deadline date. Specific examples of performance above and beyond the normal expectations of the job must be included.

(E) Selection Procedure

- (1) The committee will meet a week before the end of each semester to select the Employee of the Semester.
 - (a) The Director for Human Resources will distribute to each committee member a copy of the nomination forms received at least three working days before the committee meets.
 - (b) The Director for Human Resources will invite the nominators to attend the committee meeting to “champion” for their nominees.

- (c) Each committee member will complete the “Employee of the Semester Selection Form” for each nominee. A maximum of 10 points will be assigned to each factor. Total points will be divided by the number of factors rated since not all the factors may apply to some positions.
- (d) A minimum average score of 7 points is required for further consideration by the committee. An exception to this rule would require an extraordinary accomplishment in a particular category (e.g., putting oneself in jeopardy to save life or property, etc.)
- (e) The employee with the highest average score will receive the Employee of the Semester Award.
- (f) All related documents in the selection process will be maintained in the Human Resources Office.

(F) **Recognition**

- (1) The employee selected for the award will be recognized at the President’s Coffee reception or at another appropriate College function. The name is kept confidential prior to the reception.
- (2) The Employee of the Semester will receive the awards listed. These will be presented at the President’s Coffee reception or at another appropriate College function.
- (3) The Director for Human Resources will inform the employee who was nominated by a supervisor or a fellow employee of their nomination. A copy of the letter will be filed in his/her personnel folder.

Criteria for Selection of the Employee of the Semester

The following criteria will be used to select nominees for Employee of the Semester.

- (1) **Professional Development:**
Completion of courses and/or training, which enhance job performance.
- (2) **Personal Development:**
Shows interest in and takes action to increase knowledge and broaden experience.
- (3) **Achievement and Innovation:**
Recognized for important accomplishments; contributes ideas which result in substantial cost savings and/or improved departmental efficiency.
- (4) **Work Performance:**
 - (a) Possesses and applies superior level of knowledge in work field; solves most difficult problems without assistance.
 - (b) Produces work of superior quality.
 - (c) Consistently produces an extremely high volume of work; utilizes working time to best advantage.
- (5) **Initiative:**
Requires little supervision to perform duties; performs appropriate tasks in the absence of instructions; self-starter.
- (6) **Sense of Responsibility:**
Exceptionally conscientious and industrious; dedicated to work and contributing to the achievement of department objectives and the College mission.
- (7) **Cooperation and Attitude:**
Goes out of the way to assure full cooperation with supervisor(s) and fellow employees; approaches tasks with a positive, constructive attitude; sincerely cares about the College and its betterment.
- (8) **Effort and Drive:**
Strong desire to make full use of abilities in performance of assignments; takes every opportunity to accept additional responsibilities; puts forth extra effort to achieve optimal performance.
- (9) **Adaptability:**
Adjusts to changing conditions and new situations; flexible and/or versatile; performs various types of assignments with equal effectiveness.
- (10) **Dependability:**
Exceptionally reliable and trustworthy, stable; steady.

Awards List for Employee of the Semester

The Employee of the Semester will receive:

- (1) a plaque commemorating their award,
- (2) a \$150 check and a \$25 College bookstore gift certificate,
- (3) a resolution from the Board of Trustees and a letter from the College President,
- (4) recognition by College personnel during a President's Coffee or another suitable College function,
- (5) breakfast or lunch at an area restaurant hosted by their supervisor,
- (6) his/her photo displayed in the Employee of the Semester exhibition case during the subsequent semester, and a brass nameplate added to the perpetual Employee of the Semester plaque located outside the Human Resources Office, and
- (7) a specially designated priority parking space during the subsequent semester.