PURPOSE

The Employee of the Month/Year (EOM, EOY) program is to recognize performance and demonstrate the University’s appreciation for outstanding staff employees.

POLICY

The Employee of the Month/Year is selected by the Staff Advisory Council. Employees are nominated for EOM by co-workers and/or supervisors. All staff employees are eligible for EOM/EOY with the exception of administrators, which include: President, Vice Presidents, Associate Vice Presidents, Deans, Associate Deans, Directors, and Assistant Directors.

To nominate an employee, a co-worker or supervisor may send a letter, e-mail or completed Form #26 to Human Resources. All nominations must have a letter of support from the supervisor. The nomination will not be forwarded to the Staff Advisory Council until HR has received a letter of support from the supervisor.

The nominations will be reviewed by the Council, which meets the first Tuesday of each month.

When the Council has chosen the EOM, The Department of Human Resources will notify the employee’s supervisor and the Office of Public Relations. The supervisor will be responsible for planning the EOM reception. Funds are available through the JSU Foundation to assist with the cost of the reception. Human Resources will help in getting
reimbursement through the JSU Foundation to assist with the cost of the reception. At the reception, the EOM will receive a plaque, a gift card, a presidential pin, a coffee mug and JSU logo car tag. The picture of the EOM will be placed in the JSU display located in the foyer of Bibb Graves Hall.

Employees nominated for EOM will remain in the pool to be considered for 12 months. Employees not selected during that 12-month period will be considered inactive. If an employee has been previously selected as EOM, a three-year period of time must lapse before said employee can be nominated again.

The Employee of the Year will be selected by the Staff Advisory Council from among the 12 Employees of the Month. The EOY will be announced at the annual staff awards banquet. The EOY will be presented with a plaque and awarded a check for $500.00 funded by JSU Foundation. The picture of the EOY will be placed in the JSU display located in the foyer of Bibb Graves Hall.

**RESPONSIBILITY**
This policy is the responsibility of the Vice President for Finance and Administration

**EVALUATION**
This policy will be reviewed biennially by the Chief Human Resources Officer.