



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 70.50, **Distinguished Staff Awards for Non-Faculty Employees**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish an awards program to recognize and support the achievements of non-faculty benefits-eligible employees. (Faculty positions, including librarians and archivists, are ineligible for this program.)

**REVIEW:** This HSCEP OP will be reviewed on June 15 of even-numbered years (ENY) by the administrator of HSC Relations and the Executive Director for Human Resources or designees, with recommendations for revisions forwarded to the Chief Financial Officer and the President or designees by July 1.

### **POLICY/PROCEDURE:**

#### **1. General Policy**

a. Six levels of awards are included in this annual program:

- Quality Staff Award
- Quality Supervisor Award
- Quality Team Award
- President's Award of Excellence
- Chancellor's Award of Excellence
- Chancellor's Colonel Rowan Award for Execution

More information concerning these awards can be found on the HSC Relations website at [www.ttuhscc.edu/rerelations/awards](http://www.ttuhscc.edu/rerelations/awards).

b. Eligibility

These awards are made in accordance with each of the eligibility criteria listed below. The award year is considered the fiscal year.

The nominee(s) must:

- 1) Have a current performance evaluation on file with the Human Resources Department and have received an overall rating of 5.0 or above;
- 2) Be continuously employed as a full-time benefits-eligible employee for 12 or more consecutive months prior to the nomination;
- 3) Have not received a disciplinary action within the previous 12 months;
- 4) Have completed all required trainings; and
- 5) Have not received a Distinguished Staff Award in the past five years. (The Quality Service Awards will be used as a basis for eligibility until a five-year history has been established for the Distinguished Staff Awards.)

Note: The nomination may include an individual or a team; however, all members of a team must meet the basic eligibility criteria stated above. If any member does not meet the eligibility requirements, the entire team will be ineligible. The nominator may remove the ineligible team member and resubmit the nomination with eligible team members.

c. Nominations

The nomination form is the only source of information about the nominee the selection committee uses in the selection process. The selection committee members evaluate the degree the nominee demonstrates excellence in each of the criteria areas listed for consideration of the award. The quantity of nominations received is not a factor in the selection process. The nomination form should be brief and concise.

d. Verifications and Approvals

Verification of employment, performance, and training criteria will be completed by the Human Resources Department. Division leaders (vice presidents and deans) and immediate supervisors will be notified of employees from their area who are nominated. Approval by the division leader and immediate supervisor is required for an award to be presented to the Distinguished Staff Awards Selection Committee.

e. Awarded Evaluation Criteria and Selection

Eligible nominations will be evaluated on the specific criteria for the award for which the employee is being nominated, and the selection committee will use a weighted scoring method to evaluate the criteria. The selection committee will prepare a list of recommendations to submit to the president and chancellor for his/her review and final selection for the respective awards.

**2. Administration of Program**

The administration of the program will be handled via a committee appointed by the President.

**3. Service Awards**

a. Award Descriptions

- 1) Quality Staff Award:  
Maximum of eight (8) awards will be presented:  
Cash Award \$500  
Award Clock
- 2) Quality Supervisor Award:  
Maximum of four (4) awards will be presented:  
Cash Award \$500  
Award Clock
- 3) Quality Team Award:  
Maximum of two (2) awards per team will be presented:  
Cash Award \$2500. Maximum per person team award is \$500. Teams exceeding 5 members will receive equal shares of the \$2,500.  
Award Clock for each team member
- 4) President's Award of Excellence:  
Maximum of two (2) awards will be presented:  
Cash Award \$1500  
Award Clock
- 5) Chancellor's Award of Excellence:  
Maximum of one (1) award will be presented:  
Cash Award \$1500  
Award Clock
- 6) Chancellor's Colonel Rowan Award for Execution:  
Maximum of one (1) award will be presented  
Cash Award \$1500  
Award Clock

4. **Selection Procedure**

- a. Call for Nominations: Nominations are solicited for eligible employees of the HSCEP through the HSC Relations Office.
- b. Selection Committee: The selection committee will be composed of the chair, chair select, and representation from previous award winners.
- c. Nominators: Co-workers, customers, or supervisors of the employee(s) can submit nominations for eligible employees.
- d. Nomination Form and Specific Award Criteria: Specific award criteria and nomination forms are available on the HSC Relations website at [www.ttuhsce.edu/relations/awards](http://www.ttuhsce.edu/relations/awards) .

5. **Exclusions**

- 1) Self-nominations and anonymous nominations will not be accepted.
- 2) Nominations received after the deadline will be returned to the nominator.
- 3) Librarians, archivists, and other faculty positions are ineligible for this program.

6. **Awards Ceremony**

HSC Relations Office and the Human Resources Department plans and organizes an awards ceremony, which is held in the spring.

7. **Right to Change Policy**

TTUHSCEP reserves the right to, interpret, change, modify, amend, or rescind this policy, in whole, or in part, at any time without the consent of employees.