

SUMMARY OF AWARDS

QUARTERLY AWARDS			
NAME OF AWARD	CRITERIA	WHO CAN NOMINATE	INCENTIVE
AWARD FOR EXCELLENCE <ul style="list-style-type: none"> • Team • Individual 	This award is given to an individual or team that performs at a consistent high level of work, responds to an emergency situation, and/or works above and beyond expectations.	Internal Nominations: Facilities Management employees only	Certificate <i>Campus News</i> notation FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation Automatic nomination for AVC Employee of the Quarter or AVC Team of the Quarter as applicable.
CUSTOMER SERVICE AWARD <ul style="list-style-type: none"> • Team • Individual 	This award is presented to an individual or team that demonstrates excellent customer service and responsiveness and/or performs tasks ahead of schedule.	Open Nomination: Nominations accepted from all on-campus customers (faculty, staff, students, and campus contractors)	Certificate <i>Campus News</i> notation FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation Automatic nomination for AVC Employee of the Quarter or AVC Team of the Quarter as applicable.
SUPERVISOR OF THE QUARTER	This award is presented to a supervisor who goes above and beyond expected duties, demonstrates initiative, creativity, consistency and efforts to improve the quality of work environment for his/her subordinates over the course of a quarter.	Internal Nominations: Facilities Management employees only	Certificate FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation
AVC EMPLOYEE OF THE QUARTER	This award is presented to an individual who goes above and beyond expected duties, consistently maintains a high level of work, exhibits outstanding customer service and/or demonstrates creativity, safety, and noteworthy behavior over the course of of the quarter.	All recipients of an Individual Award for Excellence or an Individual Customer Service Award will automatically be considered for this award. No additional nominations accepted.	Governor's Award for Excellence Submission 16 hours off without using leave Paid parking for the quarter Name added to recognition plaque Letter of Commendation from AVCFM Certificate <i>Campus News</i> notation FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation
AVC TEAM OF THE QUARTER	This award is given to a team that goes above and beyond expected duties and/or demonstrates creativity, initiative, heroic action, and/or emergency responsiveness over the course of a quarter.	All recipients of a Team Award for Excellence or a Team Customer Service Award will automatically be considered for this award. No additional nominations accepted.	Governor's Award for Excellence Submission 4 hours off without using leave Roving plaque in team area Certificate <i>Campus News</i> notation FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation
SAFE TEAM OF THE QUARTER	This award is given to a team with the best safety record during the quarter. Safety records will be measured by the least number of accidents reported to the UNC Charlotte Safety Office, excluding first aid reports, per employee in a quarter.	Based on statistics provided by UNC Charlotte Safety Office	Coffee and donut break Certificate <i>Campus News</i> notation FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation

ANNUAL AWARDS			
NAME OF AWARD	CRITERIA	WHO CAN NOMINATE	INCENTIVE
PERFECT/EXCELLENT ATTENDANCE AWARD	This award is presented to an individual who has zero time off during the year or has 16 hours or less of sick leave used during the calendar year.	Internal Nominations: Supervisors, Managers, AVCFM	Invitation to Annual Breakfast Certificate Annual evaluation notation
SAFE TEAM OF THE YEAR	This award is presented to a team with the best safety record during one year. Safety records will be measured by the least number of accidents reported to the UNC Charlotte Safety Office, excluding first aid reports, per employee during the year.	Based on statistics provided by UNC Charlotte Safety Office.	Special Lunch Event Certificate <i>Campus News</i> notation FM Newsletter notation FM Staff Meeting recognition Annual evaluation notation
AVCFM IDEA OF THE YEAR	This award is presented to an individual or group of individuals with the best idea submission during a one-year period. Ideas are received via the FM Idea/Suggestion Box. These ideas/suggestions are reviewed by appropriate parties upon receipt. The list of viable ideas is compiled and ranked.	Determination of the recipient of this award is the responsibility of the AVCFM. No nominations will be submitted.	Annual evaluation notation Certificate FM Newsletter notation FM All Employees Meeting recognition (4th Quarter meeting – July of each year)