



Facilities Management Department Policy Statement #5

Employee Recognition Program

1. Purpose

The Facilities Management Employee Recognition Program is designed to encourage and recognize excellent performance among individual and team members. It was developed to recognize employees as they demonstrate excellence in fulfilling Facilities Managements’ mission and the mission of UNC Charlotte. The Recognition Program is not meant to take the place of informal recognition of department employees by their supervisors and co-workers, but to give everyone an extra incentive to excel at what they do. The Employee Recognition Program is another way to say to our team members, “Thank You,” “Job Well Done,” and “We Value You.”

2. Scope

This policy/program applies to all Facilities Management employees.

3. Responsibilities

It is the responsibility of Facilities Management managers, supervisors, and the committee members to promote the Recognition Program throughout FM and the campus community. A full explanation of awards and the selection process may be found in the FM Employee Recognition Program (Attachment A).

4. Guidelines

The Recognition Program Committee

Committee Membership

The Committee shall consist of a representative from each unit within Facilities Management as follows:

○ Bldg. Environ. Services & Recycling	3	○ Facilities Operations	3
○ Capital Projects	1	○ Facilities Information Systems	1
○ Design Services	1	○ Facilities Planning	1
○ Facilities Business Office	1		

- Director of FBO – Advisor
- Director of FO – Advisor
- FM – HR Manager – Chairperson and Committee Member (non-voting)
- AVC Office – Standing Committee Member (non-voting).
- Each unit will select its own representative for the committee. Area/zone representatives serve two-year terms, with no more than 50% of the committee rotating during a calendar year.
- Meeting Facilitator - Non-voting member.

- A majority (50% + 1) of seated committee members will constitute a quorum for voting purposes. Proxies are permitted when a committee member cannot be present. In the event of a tie, the chairperson will vote to break the tie.
- Attendance is mandatory or must send alternate.

Committee Responsibilities

- Attendance at all committee meetings.
- Review and rank quarterly employee of the quarter and team of the quarter award recommendations.
- Nominations (individual & team) will be anonymous, only recognized by a letter.
- Provide feedback and recommendations for program changes.
- Committee members are eligible for award consideration. They are, however, excused from the nomination discussions in which they are named.
- Serve as “champions” for the program within respective units.

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Facilities Management

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