Facilities Management Values

- Safety
- Honesty and Integrity
- Accountability
- Respect for Others
- Excellence

Through Remarkable Contribution and Performance...

We S. H. A. R. E. Success
<table>
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| **Applause Card**        | This acknowledgement is given to individuals and teams who have been identified for extraordinary performance or service. | FM employees.        | Acknowledgements accepted from all on-campus customers (staff, faculty, students) and campus contractors. | • Employee(s) acknowledged receives an applause card from the AVC.  
• Notation at quarterly All Employees Meeting (AEM). |
| **Award for Excellence – Individual** | Permanent and *Temporary Facilities Management employees. Must be in good standing in accordance with FM Policy Statement #9 - Performance Dependability. Supervisor’s approval and no disciplinary action recorded within the last 18 months. | Open Nomination. | Recognition Program Committee determines eligibility based on criteria. | • Certificate awarded.  
• Acknowledgement at quarterly All Employees Meeting.  
• Facilities Focus Newsletter notation. |
| **Award for Excellence – Team** | This award is presented quarterly to teams chosen by the Recognition Program Committee from eligible teams nominated during the quarter. | Open Nomination. | Recognition Program Committee determines eligibility based on criteria. | *Temporary employees are not eligible for monetary or compensatory time. |
| **Ranking Criteria**     | • INNOVATION  
• CUSTOMER SERVICE  
• COLLABORATION | | | |
| **Employee of the Quarter** | This award is presented to an individual who goes 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 the quarter. | See Criteria under Award for Excellence above. | Individuals receiving an Award for Excellence are eligible for this award. | • 4 Hours of comp time.  
• $50 gift card.  
• Name added to recognition plaque.  
• Letter of Commendation from FM-AVC.  
• Certificate.  
• Employee parking space.  
• FM Staff Meeting recognition.  
• Facilities Focus Newsletter notation.  
• Annual evaluation notation. |
### Team of the Quarter
This award is given to a team that goes beyond expected duties and/or demonstrates creativity, initiative, heroic action, and/or emergency responsiveness over the course of a quarter.

See Criteria under Award for Excellence above.

Teams receiving an award for excellence are eligible for this award.

- 4 Hours of comp time.
- Roving Plaque in team area.
- Certificate.
- FM Staff Meeting recognition.
- Facilities Focus Newsletter notation.
- Annual evaluation notation.

### Safe Team(s) of the Quarter
This award is presented to units that have maintained a zero accident rate for the quarter.

Must not have any accidents recorded during the period, with the exception of minor incidents.

Based on statistics provided by FM-HR Office.

- 1 Hour comp time.
- Facilities Focus Newsletter notation.
- FM Quarterly All Employees meeting recognition.
- Annual evaluation notation.

### Annual Recognition

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| **Excellent Attendance Recognition Breakfast** | Permanent (full-or part-time) FM employees who have been on staff the entire recognition period. Must be in good standing in accordance with FM Policy Statement #9 - Performance Dependability as it relates to use of leave and tardiness. No more than 16 hours of sick leave may be used. | Each department will provide a list of potential candidates to FM-HR. FM-HR will review and submit eligible candidates to FM-AVC. | - Invitation to Annual Award Breakfast sponsored by Vice Chancellor of Business Affairs.  
- Annual evaluation notation.  
- Recognition during January (2nd quarter) All Employees Meeting.  
- Facilities Focus Newsletter notation. |
| **Safe Team(s) of the Year**     | Must be in good standing in accordance with the FM Policy Statement #9 – Performance Dependability. Accident free for the year. Can be multiple teams. Must be awarded Safe Team of the Quarter to be eligible | Based on accident data provided by FM-HR Office (excludes First Aid reports).          | - 8 Hours of comp time.  
- Recognition during January (2nd quarter) All Employees meeting.  
- Annual evaluation notation  
- Facilities Focus Newsletter notation. |

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<tbody>
<tr>
<td><strong>FM Twenty Year Club</strong></td>
<td>Employed in Facilities Management Department for 20 years.</td>
<td>FM-HR determines eligibility based on hire date of FM employees between January 1 and December 31 of the previous year.</td>
<td>• A 20 year plaque.</td>
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<td><strong>Employee of the Year</strong></td>
<td>Must be in good standing in accordance with FM Policy Statement #9 - Performance Dependability. Employees that have received the Employee of the Quarter recognition/award during the past four quarters (July – June) are eligible.</td>
<td>Nominations are voted on by Recognition Program Committee, approved by FM-AVC; Recognition will be announced at the July (4th Quarter) All Employees Meeting.</td>
<td>• Monetary award $200 gift card.</td>
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<td><strong>The Directors’ Coin Award</strong></td>
<td>Employees must be in good standing in accordance with FM Policy Statement #9 – Performance Dependability. The Directors’ Coin Award can be awarded to any internal or external constituent at any time. Employees can be awarded more than one coin per year</td>
<td>FM-AVC and Directors will award coins based on actions by FM employees that embrace FM’s S.H.A.R.E. values. FM-AVC and Director will receive an annual allocation of coins distributed by the Facilities Business Office. FM-AVC and Directors will complete and email the distribution notification form to the FM-HR Learning and Development Specialist each time a coin is awarded.</td>
<td>• Annual recognition given to recipients during July (4th quarter) All Employees Meeting.</td>
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**Special Recognition**

**Recogntion** | **Eligibility Criteria** | **Eligibility Process** | **Amenities**  
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**FM Twenty Year Club** | Employed in Facilities Management Department for 20 years. | FM-HR determines eligibility based on hire date of FM employees between January 1 and December 31 of the previous year. | • A 20 year plaque.  
**Employee of the Year** | Must be in good standing in accordance with FM Policy Statement #9 - Performance Dependability. Employees that have received the Employee of the Quarter recognition/award during the past four quarters (July – June) are eligible. | Nominations are voted on by Recognition Program Committee, approved by FM-AVC; Recognition will be announced at the July (4th Quarter) All Employees Meeting. | • Monetary award $200 gift card.  
**The Directors’ Coin Award** | Employees must be in good standing in accordance with FM Policy Statement #9 – Performance Dependability. The Directors’ Coin Award can be awarded to any internal or external constituent at any time. Employees can be awarded more than one coin per year | FM-AVC and Directors will award coins based on actions by FM employees that embrace FM’s S.H.A.R.E. values. FM-AVC and Director will receive an annual allocation of coins distributed by the Facilities Business Office. FM-AVC and Directors will complete and email the distribution notification form to the FM-HR Learning and Development Specialist each time a coin is awarded. | • Annual recognition given to recipients during July (4th quarter) All Employees Meeting.  

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<tr>
<td><strong>FM “Safety Slogan” Contest</strong></td>
<td>Contest for FM employees only.</td>
<td>This process is managed by the FM Learning and Development Specialist.</td>
<td>• Winning safety slogan contributor is presented with a sponsor-donated prize.</td>
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<td>Directors and FM-AVC are not eligible.</td>
<td>There is no limit to the number of entries an employee may submit.</td>
<td>• Recognition during “All Employees Meeting”.</td>
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<td>Each slogan entry is submitted on a separate entry form.</td>
<td>• Facilities Focus Newsletter notation.</td>
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<td>Winning slogan is determined in a 3-step ranking process by FM Directors.</td>
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<td>Directors’ determination is submitted to FM-AVC for review and approval.</td>
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<td><strong>FM “Idea of the Year” Contest</strong></td>
<td>Contest for FM employees only (individual and/or group).</td>
<td><strong>This process is managed by FM-AVC’s Executive Assistant.</strong></td>
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<td>Idea submissions should be reasonable and provide FM cost savings and/or improve overall FM productivity.</td>
<td>There is no limit to the number of “ideas” an employee may submit.</td>
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<td>Ideas should support FM’s strategic goals and the University’s mission.</td>
<td>Ideas are submitted via the FM webpage entry or in writing to the FM-AVC Office;</td>
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<td>Ideas are reviewed by the Director impacted by an idea, whether directly or indirectly, to determine its feasibility, viability, etc. for implementation.</td>
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<td>Winning idea is determined through ranking process by FM Directors. Only implemented ideas will be ranked at the end of each fiscal year.</td>
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<td>Directors’ determination is submitted to FM-AVC for review and final winner approval.</td>
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