

## **PSSA Employee of Month Program**

### **Background:**

By promoting an employee's self-image and the work they do, we are promoting our College. The image that is projected to our "customers" is enhanced by the employees who feel that their contributions are valued. As one method of motivating and regarding our support staff employees, I would like to propose the PSSA initiate a Support Staff "Employee of the Month" Program.

### **Aspects of the Program:**

A support Staff "Employee of the Month" Award will be given to one outstanding support staff at the beginning of every month. Each Winner will receive a certificate suitable for framing, recognition at the Support Staff Association meeting, recognition in the college newspapers and publications, recognition in their "hometown" newspapers and will receive the use of a special parking space for one month. Winners will also be eligible for entry as a nominee for the Support Staff "Employee of the Year" award.

### **Procedure for Selection of Award Recipients:**

The immediate past-president of the PSSA will e-mail a call for nominations memo to public at least four or five days before the end of the month depending on the weekends. The call for nominations should be out for two days and then the ballot should be out for two days. Attach the annual paid membership list. The current membership list will run from July 1st to August 31st because the bylaws allow for the membership drive to continue through August 31st.

Once the ballot is prepared, notify webmaster of the names and she will give you a link to send with the ballot nominations for voting and a link and a password for the past-president to check on the winner.

The recipient should be notified and find out where they would like their parking place and then send the note of congratulations to the public.

Notify Campus Police where the sign should be moved so that it will be in place by the first day of each month.

Should a tie occur, the employee with the longest years of service at the college is the recipient.

Write news release (write yourself or sometimes the recipient would like to write it) by 10th or 12th of month. Ask Public Relations Coordinator to take a picture of recipient. Once the article and picture are available, send to Public Relations Coordinator to place in the newspapers.

Support Staff Employee of the Year will be chosen at the special called PSSA meeting in June. A public drawing will be held from the 12 names (July to June) excluding anyone

who has retired or resigned. The Support Staff Employee of the Year must be an active employee. The Employee of the Year will be honored with a small gift at the meeting. The college president will recognize that person at fall pre-service with a plaque/gift and will treat them to dinner at the president's home or the recipient will be given a gift certificate of \$45 for the recipient and their guest to have dinner at their favorite restaurant.