



**FORT HAYS STATE
UNIVERSITY**

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Guideline: Les and Elizabeth Griffin Family Outstanding Service Awards Committee Guidelines

Purpose: The Les and Elizabeth Griffin Family Outstanding Services Awards is created to recognize the exceptional and dedicated staff who support daily operations at Fort Hays State University.

Applies To: FHSU Facilities Operations/Physical Plant and Food Services Employees

Statement: Purpose of the Les and Elizabeth Griffin Family Outstanding Service Awards:

- I. The “Les and Elizabeth Griffin Family Outstanding Service Awards” recognizes the exceptional and dedicated staff who support the daily operations at Fort Hays State University. Employees nominated for this award should exhibit a strong commitment to excellence, display pride in work and present dedication to providing a positive working environment in which students and employees flourish.
- II. Criteria for Les and Elizabeth Griffin Family Outstanding Service Awards:
 - a. FHSU Facilities Operations/Physical Plant Employee:
 - i. Is currently employed at Fort Hays State University
 - ii. Is employed within the Campus Operations and Services job family, either UPS (Unclassified Professional Staff) or USS (University Support Staff).
 - iii. Has been employed by Fort Hays State University on a full-time or part-time benefits eligible position for a period of at least three (3) years. Nominees must have at least three (3) years of service as of July 1 of the nominating year.
 - iv. Has not previously received this award in the last five years.
 - b. FHSU Student:
 - i. Currently is a full-time student at Fort Hays State University.
 - ii. Is employed as a student employee within the Facility Operations/Physical Plant or as a student employee providing services for the Fort Hays State University food service.
 - iii. Has been employed as a student employee as of July 1 of the nominating year and enrolled as a full-time student for the current academic year.
 - iv. Has not previously received this award.
 - c. Fort Hays State University Food Services Employee:
 - i. Is currently employed at Fort Hays State University food service providing services for Fort Hays State University students, staff, faculty and/or University guests.
 - ii. Has been employed at Fort Hays State University food services as of July 1 of the nominating year and is supportive of the FHSU Mission.
 - iii. Has not previously received this award in the last five years.

- III. Procedures for Selection of Recipients:
 - a. Nomination Process:
 - i. Submission of a nomination form by nominator
 - ii. The nomination must be responsive to the award criteria.
- IV. The recognition shall include the following awards:
 - a. Les and Elizabeth Griffin Family Outstanding Service Awards – FHSU Employee, Operations and Services job family.
 - b. Les and Elizabeth Griffin Family Outstanding Service Awards – FHSU Student Employee, Operations and Services job family.
 - c. Les and Elizabeth Griffin Family Outstanding Service Awards – Fort Hays State University food service Employee serving FHSU.
 - d. Les and Elizabeth Griffin Family Outstanding Service Awards – FHSU Student Employee providing support to Fort Hays State University food service at FHSU.
- V. Award Process:
 - a. The Committee chair will open nominations for the Les and Elizabeth Griffin Family Outstanding Service Awards from September 15 to October 15 of each year. The Committee will make the final decisions by November 15 of each year.
 - b. The Human Resource Office will maintain all records of the Les and Elizabeth Griffin Family Outstanding Services Awards and will make available the nomination packets for the review by Committee members.
 - c. Committee members will read and rank all nominations for consideration and will meet at least once to give their rankings for each candidate and to discuss the candidates. After the discussion the Committee will establish a composite ranking list. Candidates for each category will be ranked separately. The Les and Elizabeth Griffin Family Outstanding Services Awards Committee shall choose one candidate from each category to receive the award.
- VI. The following criteria shall guide the Les and Elizabeth Griffin Family Outstanding Services Awards Committee in the selection of the individuals for the award:
 - a. Strong commitment to Excellence in carrying out job responsibilities;
 - b. Initiative to do his or her job well;
 - c. Helpful interaction with students, faculty, staff, visitors and vendors.
 - d. Display Pride in work;
 - e. Dependability;
 - f. Positive and cheerful demeanor;
 - g. Dedication to providing positive working environment in which others, as well as, nominee will flourish.
- VII. Composition and Operation of the Les and Elizabeth Griffin Family Outstanding Service Awards Committee
 - a. Composition: Members of the Committee will be replaced, as needed. Every effort will be made to maintain appropriate representation. The members of the Committee shall determine how to fill vacancies as they occur and shall appoint the members of the Committee.
 - b. The Committee will be represented by FHSU, Fort Hays State University food services and an at-large member identified by Ken Griffin or his designee.
 - c. Chair: The chair of the Committee shall be rotated among the members of the Committee. Each person shall hold the chair position for one selection year. The chair of the Committee shall not be eligible for an award. The chair shall be eligible to vote. If a

member of the Committee is nominated for the award, the committee member must resign his or her voting privileges for that year.

- d. Operations: Staff of the Human Resource Office will provide support to the Committee. Records of the DSA shall be maintained in the Human Resource Office. In addition, the Human Resource Office shall be responsible for coordinating the:
 - i. Preparation of certificates with the FHSU Foundation Office.
 - ii. Payment of the cash awards with the FHSU Foundation – Les and Elizabeth Griffin Award.
 - iii. Preparation of the letters and certificates for the nominees with the Foundation Office.

VIII. Award:

- a. A framed certificate indicating the award will be presented to the recipient at the annual Spring Convocation held in January.
- b. The award will carry a cash award. It will be subject to applicable payroll taxes and withholding. The cash award will not become part of the recipient’s base salary.
- c. The Les and Elizabeth Griffin Family Outstanding Service Awards cash are as follows:
 - i. FHSU Employee, Operations and Services job family award shall be \$500.
 - ii. FHSU Student Employee, Operations and Services job family award shall be \$250.
 - iii. Fort Hays State University food service Employee serving FHSU award shall be \$500.
 - iv. FHSU Student Employee providing support to Fort Hays State University food service at FHSU award shall be \$250.
- d. A letter from the FHSU President’s Office shall be issued to each individual nominated for the award.

Origination Date:	09/19/2016
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