

Awards and Recognition Program for Full-Time Staff Employees

Program Description and Objectives

The Pamplin College of Business Staff Recognition and Awards Program will recognize staff employees for years of service, exceptional individual or team performance, and exemplary leadership in the areas of diversity, inclusion, and equity.

Recognition Programs

Years of service @ 5-year increments (*Launching Spring 2021*)

- *Type of Award:* Certificate and a Pamplin promotional item, recognition at a college level event, on the web page and other communication platforms.
- *Frequency:* 1 time per year in the Spring
- *Eligibility Criteria:* Staff Employee must have worked full-time in Pamplin without a break in service for 5, 10, 15, 20, 25, 30, etc. years as of December 31. They are eligible at the 5-year mark and every 5 years following.
- *Selection committee/process:*
 - Awards to be presented annually to staff at a spring college level event.
 - The Pamplin Business Center will develop the list of eligible employees, create the certificates, order the Pamplin promotional item to be presented at the meeting, and ensure that this information is communicated to the Dean's Staff and the Pamplin Webmaster/Communications team in advance of the staff meeting.

Exceptional individual or team performance (*Launching Fall 2021*)

- *Type of Award:* Recognition Leave
- *Frequency:* Once Per Semester
- *Eligibility Criteria:* Full-time Staff Employees
- *Selection committee/process:*
 - Nomination with a written justification to the college human resource representative requesting recognition leave and explaining the exceptional individual or team performance.
 - Supervisor and Senior Management signature and approval required.
 - The college will only accept 1 request per semester from each department, center, or program area.

- Staff employees are only allowed to be nominated and receive this award 2 times within each calendar year (January to December).
- The employee's most recent annual performance evaluation must be at the level of strong or above at the time of the nomination.
- The Pamplin Business Center (PBC), human resources coordinator will be responsible for tracking those that have received this award via a spreadsheet stored on the main google drive.
- The maximum recognition leave allowed per nomination is 16 hours (2 working days)
- The PBC will be responsible for submitting the original form to VT Human Resources and will send a copy of the completed form to the supervisor. The recognition leave will be automatically added to the staff member's leave report by VT Human Resources.
- A final copy of the nomination form will be filed in the Pamplin College of Business employee file.
- Leave is encouraged to be used within the year it is awarded.
- Staff recognition will occur at the individual department or program level. We will not recognize these awards at the college level.

Pamplin Diversity Excellence Award for Staff (*Launching February 2021*)

- *Type of Award:* Framed certificate, recognition at a college level event, on the web page and other communication platforms.
- *Frequency:* 1 time per year in the Spring
- *Eligibility Criteria:* Full-time staff employees that are recognized for their exemplary leadership in the areas of diversity, inclusion, and equity. Recipients should epitomize excellence, significant achievement, and success in advancing the college's mission of empowering the diverse communities we serve. Additional award guidelines will be provided.
- *Selection committee/process:*
 - The Pamplin Community Committee of Diversity, Inclusion, and Equity (PCC) will review all applications and make selections. Award winners will be suggested to the Dean for final approval.
- *Implementation:* Details about this award, including application and award criteria, will be emailed independently.

Staff Professional Development Fund (*Launching February 2021*)

- *Type of Award:* Funding provided for professional development activities (up to \$300)
- *Frequency:* 1 time per calendar year
- *Eligibility Criteria:* Full-time staff who have twelve or more months of regular, continuous service are eligible to apply. Additional guidelines will be provided.
- *Selection committee/process:*
 - The Pamplin Community Committee of Diversity, Inclusion, and Equity (PCC) will review all applications and make selections. Award winners will be suggested to the Director of Diversity and Inclusion for final approval.
- *Implementation:* Details about this program, including application and award criteria, will be emailed independently.