

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>STAFF AWARD</b>	Policy 4.04.07
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1. Southwestern Community College may participate in the North Carolina Community College System Staff Award program sponsored by the State Board of Community Colleges and the North Carolina Community Colleges Foundation Inc. The objective of this program is to encourage, identify and reward excellent performance and commitment to the College's mission.
2. The College shall utilize a peer recommendation process and solicit nominations from College employees for the Staff Excellence Award and the Staff Service Award. The President may nominate one (1) staff member for each award. The nomination form and nomination packet is available via the Office of Human Resources. The nominations will be solicited and accepted over the summer prior to August 31 annually.
3. The staff member selected must be a permanent full time, non-teaching staff member. The Staff Excellence Award nominee will be selected from candidates whose job classification is categorized as either Program Administrator, College Administrator, or Senior Administrator. The Staff Service Award will be selected from candidates whose job classification is categorized as either office support/clerical/service support/maintenance or grounds, technical/paraprofessional, or professional. The President, upon consultation with the President's Cabinet, will select the award recipients based upon the seven (7) individual selection criteria:
  - a. Commitment and contributions to the mission of the institution and of the North Carolina Community College System.
  - b. Consistent, excellent performance on the job, exhibiting unselfish devotion to duty far and above normal requirements and significant contribution to the advancement of the institution and its students.
  - c. Initiative, innovation and leadership in the workplace.
  - d. Responsible, efficient use of time, money, technology, personnel and/or other resources for the benefit of the institution, its students, and its community.
  - e. Attention to professional and personal development, modeling "lifelong learning" commitment.
  - f. Willingness to share time and expertise through service to the institution, its students, and the wider community.
  - g. Suggestions to the college or the system which, when implemented, resulted in substantial financial savings to one or both and/or which resulted in a unique program which became a model for the system or which met a pressing community need.

4. The President, upon consultation with President's Cabinet, may select either the Staff Excellence award winner or the Staff Service Award winner to represent the College for the State Staff Excellence Award.
5. The SCC Staff Excellence Award and Staff Service award recipients may each receive a cash prize from the SCC Foundation.

Adopted: July 2012

Revised: October 22, 2013; October 24, 2017