“You Are Remarkable”
Staff Recognition Award

The Rollins College “You Are Remarkable” Staff Recognition Award Program is an ongoing community recognition program designed to acknowledge employees who, outside of their job responsibilities, make a significant contribution to the College or the welfare of others.

It is a recognition program intended to highlight exceptional contributions of employees, whereby such acts enhance the College’s altruistic values and its commitment to community. It is not a program to accentuate achievement in expected job performance.

Criteria

College employees may be nominated for the award at any time in the course of the year. Deliberations as to award winners are conducted six times a year – three times in the fall and three times in the spring. Thus, six times in the year, from the pool of nominations, a reviewing committee will select one nominee. Nominees will remain in the pool for consideration throughout the academic year.

In examining nominations, the reviewing committee will use the following criteria in making its final decision:

- Effort was "above and beyond" job responsibilities
- Demonstrated “extraordinary” leadership skills
- Undertaking resulted in the achievement of a special goal or project – outside the scope of work
- Inspired others to do their best; offered techniques, and time and energy to assist others with no strings attached (or expecting to receive recognition)
- Contributed exceptionally to a team-oriented community project
- Reacted positively to an urgent situation

Eligibility

Full- and part-time staff members are eligible for nomination. Nominations can be submitted by any member of the College community – faculty, staff, student or friend of the College.
Awards

While the award will be given to a limited number of employees, each nominee will be acknowledged with a “remarkable card” and button. These tokens will be presented informally.

Recipients of the award will be recognized with a certificate presented by President Duncan and a $50 deposit on their r-card.

Note: The recipients of the award will be announced via R-Net and posted on the award website.

Nomination Process

Nominations are submitted via an online form. Individuals submitting a nomination agree to provide additional information and/or respond to questions by the reviewing committee if requested.

Publicity

In addition to sustaining the nomination web page on the main Human Resources website, the program will be announced via R-Net and any other suitable publication. Moreover, an email notice about the award will be sent four times a year in an effort to generate nominations and ensure that the campus community is aware of the program.

Maintaining the nomination web page will be done by the Office of Human Resources in collaboration with a subcommittee of the Staff Advisory Committee.

Program Evaluation

The recognition award will be evaluated annually by the Staff Advisory Committee and Human Resources. The intent of the evaluation is to determine if the program is generating nominations and to assess the nature and scope of the nominations within the context of the criteria. Assessing can prove beneficial in improving implementation and use by the campus community.