



MEMORANDUM

TO: Administrative Services Staff
FROM: Administrative Services District Staff Awards Team
DATE:
RE: *2008 UNIVERSITY OF UTAH DISTRICT STAFF AWARDS AND STAFF EXCELLENCE AWARDS*

I am pleased to announce that nominations are now being accepted for the 2008 Administrative Services District Staff Awards. According to our records, you are 1 of our 1,309 full-time staff members in Administrative Services. There will be 4 awards given in this district. A total of 24 District Staff Awards will be presented campus-wide among 6 Districts: Academic Affairs, Administrative Services, General Administration, Hospitals/Clinics, Other Health Sciences, and Student Affairs.

In addition to receiving the District Staff Award, the selected employees from each District will have their names forwarded as nominees for 1 of 6 Staff Excellence Awards, formally known as the Presidential Staff Awards. All District Staff Award winners will be recognized at a special luncheon where the 6 University Staff Excellence Award winners will be announced, each receiving \$3,000 and a special plaque.

This prestigious awards program was established to recognize superior service and ongoing contributions by full-time staff. Nominees must have given at least 3 years of continuous service to the University of Utah in order to be eligible. **Faculty; director-level staff and above; part-time hourly employees; UU Staff Council members; and District Award team members are NOT eligible for this award.** Please evaluate your nominee carefully, referring to the "Criteria for Nominations" attached to this memorandum, and select someone truly deserving of this distinguished recognition.

You may nominate anyone from this or any other District who meets the eligibility criteria. Please indicate for which District Award the staff member is being nominated from on the form.

Nominations must be made on the attached Nomination Form and submitted by e-mail as an attachment or by fax. On-line forms are also available at www.hr.utah.edu under "Human Resources News and Announcements." All nominations must be received on or before 5 p.m. on May 5, 2008. Please send to:

**Debbie Carlson, Chair
Administrative Services District Staff Awards Team
Office of the Associate VP for Facilities Management
219 VRTUSB
debbie.carlson@fm.utah.edu**

**TEL: 581-6510
FAX: 581-6081**

For more information please call Terri Crow at 5-0928 or Thuy Nguyen at 5-6898.

Attachments



2008 University of Utah District Staff Awards and Presidential Staff Awards

CRITERIA FOR NOMINATIONS

- A total of 4 awards will be given from the Administrative Services District. You may nominate anyone from your District or nominate someone from another District who meets the eligibility criteria. Please indicate for which District Award the staff employee is being nominated on the nomination form.
- In addition to receiving this award, winners from your District will be forwarded as candidates for the Staff Excellence Awards. Six staff awards recipients will be selected by the Vice President for Human Resources, Loretta Harper, and presented annually. Each winner of the Staff Excellence Awards will receive an award of \$3,000 plus a plaque. A perpetual plaque that includes the names of all Staff Excellence Award recipients is permanently displayed in the Human Resources Building on Wakara Way.
- Nominees for these awards must have at least 3 years of continuous service to the University of Utah and be current FULL-TIME (0.75 FTE or greater) STAFF employees in good standing in order to be nominated.** Nominators should check with their payroll reporters to obtain information about the nominees' (1) Employee ID and (2) date of full-time hire. This information must be included on the nomination form. The Selection Committee WILL NOT accept incomplete nominations. **Faculty, director-level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are NOT eligible for this award.**
- This award recognizes superior performance in the following areas:

SERVICE EXCELLENCE

- Demonstrates exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity (quality of work as measured against the type of work being performed).
- Exhibits through personal qualities a high degree of the following:
 - teamwork
 - positive attitude
 - willingness to cooperate
 - ability to relate to others (colleagues and students) in a manner that reflects well upon the University.
- Shows ongoing desire for improvement.
- Has a knowledge and understanding of the University and its functions.
- Establishes and maintains effective working relationships/communication with co-workers, leadership, and internal/external customers.

COMMITMENT TO UNIVERSITY

- Service to the University demonstrates an attitude of ongoing commitment to assist the University in achieving its mission.
- Contributions have long-lasting benefits to the individual and the University community.
- Supports and participates in Departmental/University initiatives.

- Nominations may be made by faculty or staff members on the attached form, submitted by e-mail using the form outline, or by fax.
- Nominations MUST BE RECEIVED on or before, May 5th by 5:00 PM by:**

Debbie Carlson, Chair
Administrative Services District Staff Awards Team
Office of the Associate VP for Facilities Management
219 VRT USB
debbie.carlson@fm.utah.edu

TEL: 581-6510
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2008 University of Utah District Staff Awards
NOMINATION FORM

COMMITMENT TO UNIVERSITY:

2. What actions are taken by the nominee to assist in achieving the department/institutional mission contributing to long-lasting benefits in the University community?

Nominated By _____ Telephone _____

Nominator's Signature _____ Department _____

Nominations must be received by campus mail, by e-mail as an attachment, or by fax. Please note that electronic submittals will be confirmed with the person originating the form.

MAIL TO: Debbie Carlson, Chair
Administrative Services District Staff Awards Team
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debbie.carlson@fm.utah.edu

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FAX: 581-6081

NOMINATIONS MUST BE RECEIVED
on or BEFORE May 5th by 5:00 p.m. by
CAMPUS MAIL, by E-MAIL as an attachment,
or by FAX. Please make sure your
nomination forms are complete. **Incomplete
nominations WILL NOT be accepted.**