



Charles R. Drew University Staff Recognition Program

Charles R. Drew University of Medicine and Science's dedicated staff play a vital role in fulfilling the University's Mission: The University develops a diverse group of health professional leaders who seek social justice, promote wellness, provide care with excellence and compassion, and are uniquely qualified to transform the health of underserved populations through outstanding education, research, and clinical services in the context of community engagement. The Staff Recognition Program provides opportunities to recognize a staff member's dedication, commitment and contributions to the strength, success and reputation of the University.

PURPOSE

To recognize and provide an incentive/reward for full-time and part-time staff each month; to encourage and recognize the outstanding job performance of full-time and part-time staff, and recognize one staff from those chosen each month in the previous calendar year, as Staff Member of the Year. The staff member selected as Staff Member of the Year will exemplify Charles R. Drew University of Medicine and Science's Mission.

ELIGIBILITY

Who is eligible?

An eligible staff is any CDU staff person, in good standing, who has been employed for a minimum of one (1) year. All CDU full-time and part-time staff are eligible to be nominated for Staff Member of the Month with the exception of the following:

- Faculty
- Student workers/interns
- Temporary or seasonal staff
- Staff on probation
- Assistant Vice Presidents and above
- Staff who have previously been selected as Staff Member of the Year for a period of two (2) years.
- Staff who have been selected as Staff Member of the Month within the past twelve (12) months.

One award *may* be presented monthly to an eligible staff member and can only be selected as Staff Member of the Month one time every twelve (12) months.

NOMINATIONS/SELECTION

Who can nominate someone for Employee of the Month?

Any staff, faculty, student, visitor, or Executive Management Team can nominate a staff member for a Staff Member of the Month award.

How can an employee be nominated for Employee of the Month?

Nominations can be submitted by completing a Staff Member of the Month Nomination Form. The Staff Member of the Month Nomination Form can be submitted through the CDU website (intranet), submitted directly to the Department of Human Resources, or mailed yet marked “confidential” to the Department of Human Resources. The Staff Member of Month (SMMO) Nomination Form is available on the Human Resources website www.cdrewu.edu and in hard copy in the Department of Human Resources.

Nominations for a month must be received by the Department of Human Resources no later than the 7th of the month following the month the nomination is for. Once a nomination is received, the Staff Member of the Month Committee will review it to confirm eligibility. If the nomination meets CDU’s criteria, it will be presented to the Chief Human Resources Officer for review and consideration. Eligible nominations will then be forwarded to the Chief Operating Officer for final selection.

Nominations will be considered for a total of two (2) consecutive months. If selected, the staff member and their immediate supervisor will be notified and a letter acknowledging their selection sent to the staff member with a copy placed in their personnel file.

COMMITTEE

Who selects the Staff Member of the Month?

The Staff Member of the Month Selection Committee may be constituted by the following positions:

- One rotating member of the Staff Management Council,
- A rotating independent staff member whose department is not a nominee that month,
- One ex-officio, non-voting member of the Department of Human Resources,
- One Faculty Member
- One Student Member
- Chief Human Resources Officer (CHRO), and
- Chief Operating Officer (COO)

It will be the function of the Selection Committee to evaluate nominees each month and decide the winner for the month. The Selection Committee will meet after the 15th of each month, schedules allowing, selecting the Staff Member of the Month for the preceding calendar month.

The Selection Committee will review and discuss the nomination forms and decide amongst it the Employee of the Month. In the event there is no nomination, the Selection Committee may decide to select an alternative to constitute a Staff Member of the Month with appropriate justification in writing to present to the CHRO and COO.

Committee members cannot be considered for the award while serving on the selection committee. Staff Member of the Month winners will typically be announced during the first work week of each month or when permissible.

CRITERIA

Staff Member of the Month Award

The Staff Member of the Month Award program will be implemented January 1, 2012, and is designed to acknowledge those eligible staff members who have demonstrated job excellence that benefits the department/unit, school, and/or campus in one or more of the following areas:

- **Outstanding Performance:** The staff member demonstrates continued outstanding performance in work and genuine customer service to the students, staff, faculty, parents, or other customers whom he or she serves.
- **Teamwork:** Serves as a highly effective and cooperative team member in carrying out the goals of the department or unit.
- **Attitude:** enthusiastic and is a positive influence on managers, peers, supervisors, subordinates, and the University community.
- **Creativity:** Originates an innovative/creative activity that benefits the University community.
- **Organizational Abilities:** Shows special leadership skills in accomplishing department or unit goals and objectives.
- **Dedication:** goes beyond and above expectations. Makes a difference to CDU and /or to members of the campus community.
- **Responsiveness:** Exceeds the managers, peers, subordinates, and or students expectations.
- **Safety:** Minimize risk for all individuals both personally and environmentally.
- **Communication:** Communicate with everyone in a timely, direct, truthful, respectful, and kind manner.

RECOGNITION/PRIZES

What does the winner of the Staff Member of the Month Award receive?

The Staff Member of the Month will be recognized by the President of University or designee, and presented with a framed Staff Member of the Month certificate. In addition, the Staff Member of the Month will receive:

- A Reserved Staff Member of the Month Parking space in the CDU lot for one (1) month,
- A Premium Prize
- Two Movie Passes to either AMC, Pacific, or Edwards Theatre,

- A photograph, and small article announcing and containing information about the Staff Member of the Month will appear in the CDU Newsletter,
- A photograph of the Staff Member of the Month will be placed on the Recognition Programs website,
- A photograph will be placed on the Staff Member of the Month Wall/Year located in COBB for a period of one (1) year, and
- A formal invitation to the Staff Member of the Year and Service Award Luncheon.

Additionally, **nominators** will receive two AMC movie tickets each time they nominate a **successful candidate** for Staff Member of the Month.

At the end of the calendar year, the Staff Member of the Month Selection Committee will make a recommendation to the President and the Executive Staff for the selection of the **Staff Member of the Year**. The winner will receive a plaque and a one-time bonus of \$500.

Annual Staff Member of the Year and Service Award Luncheon

After completion of each calendar year, a staff member will be selected from the previous twelve (12) Staff Members of the Month, as Staff Member of the Year. Selection of the Staff Member of the Year will be made by the President or designee. The selection of the Staff Member of the Year will be made having regard to the original nomination, selection criteria and ongoing performance throughout the year.

The Staff Member of the Year will be announced at the Staff Member of the Year Luncheon. All previous Staff Members of the Month are invited to attend the Luncheon and allowed to bring one (1) guest. During the Staff Members of the Year Luncheon, the selection will be announced and the winner presented with a plaque and a one-time bonus for \$500. In addition, the Staff Member of the Year's picture will be placed on the Staff Member of the Month/Year Wall in COBB for the duration of the year.

During the Annual Staff Member of the Year and Service Award Luncheon, (scheduled to be held in late January or early February), recognition is given to staff and faculty for their years of service as CDU employees. Years of service recognized will be in increments of five years (five, ten, fifteen, twenty years, etc.). Thirty and thirty-five year recipients receive a plaque and may select a close colleague to offer brief remarks regarding their employment during the Luncheon. All other recipients receive a covered certificate reflecting their years of service.



Charles R. Drew University of Medicine and Science Staff Member of the Month Award Nomination Form

The Staff Member of the Month Award is designed to acknowledge those eligible staff members who have demonstrated excellence that benefits the department/school, and/or campus.

Please complete the information below, sign and send any additional supportive materials to the Department of Human Resources, 1731 E. 120th, COBB 296 St. Los Angeles, CA 90059 Cobb or email to hrdept@cdrewu.edu.

I wish to nominate the following individual for **Staff Member of the Month**:

Nominee name: _____

Nominee's job title: _____

Department: _____

Nominated by: _____

Email Address: _____

Contact Phone Number: _____

_____staff _____faculty _____student _____visitor

If your nominee is selected, do you want your name included in the campus announcement?

_____ Yes _____ No

Signature: _____ **Date submitted:** _____

Please describe how this staff member has demonstrated; Outstanding Performance, Teamwork, Attitude, Creativity, Organizational Abilities, Dedication, Responsiveness, Safety, and Communication. Consider the following and use the space below to answer one or more questions or explain other reason(s) for the nomination.

- **Outstanding Performance:** The staff member demonstrates continued outstanding performance in work and genuine customer service to the students, staff, faculty, parents, or other customers whom he or she serves.

- **Teamwork:** Serves as a highly effective and cooperative team member in carrying out the goals of the department or unit.

- **Attitude:** enthusiastic and is a positive influence on managers, peers, supervisors, subordinates, and the University community.

- **Creativity:** Originates an innovative/creative activity that benefits the University community.

- **Organizational Abilities:** Shows special leadership skills in accomplishing department or unit goals and objectives.

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