

## Research Animal Resources Employee Excellence Award

### Purpose of the Program

The purpose of the program is to recognize an employee's commitment to the mission of Research Animal Resources through sustained excellence.

### Selection Criteria

Employee Excellence Awards are given to employees for *sustained* excellence in their performance of job duties and contributions to the department and/or University.

### Eligibility

All Civil Service, Bargaining Unit and Student employees with at least one year of service in Research Animal Resources are eligible for this award once per year.

### Award

The award will be the employee's choice of either \$100 cash (which is subject to income taxation) or a \$100 gift certificate to dining services or the University bookstore.

### Selection Process

A communication campaign for nomination submissions will launch every January and nominations are due by March 1. Nominations can come from co-workers, members of the management team, or the department director. Nominations may also come from other individuals with a vested interest in the success of the department, such as principal investigators. The supervisor of the nominated employee will review nominations submitted for their employees and forward eligible and selected nominations to the Director of Research Animal Resources who will collect the nominations. Upon initial review, the Director may request additional documentation to support the nomination. The supervisor will inform the nominator if a nomination which is not selected due to eligibility or other issues. Nominations will be voted on in March by the department's faculty team.

### Communication

Eligible employees will be notified of the Employee Excellence Award program through team meetings, department meetings and the Research Animal Resources website. Recipients will be notified of the award by the Director of Research Animal Resources at an appropriate departmental meeting.

### Review and Update

This program will be reviewed on an annual basis and updated as needed.



**Research Animal Resources  
Annual Excellence Award  
Nomination Form**

**RAR employee being nominated:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Facility: \_\_\_\_\_

**Nominator:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Department phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional nominators: \_\_\_\_\_

**The Nomination:** How did this nominee demonstrate *sustained* excellence in their performance of job duties and contributions to the department and/or University?