

## Selection Criteria

Any classified or non-classified employee from Marshall University, Marshall University Research Corporation, or The Marshall University Foundation, Inc. may be nominated for consideration as an Employee of the Month.

Only non-probationary, benefits eligible employees with at least one year of continuous employment will be considered.

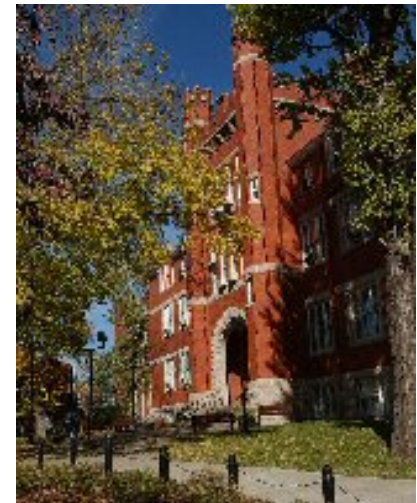
Nominators must specify one or more of the following reasons to justify their nomination:

- Outstanding and sustained performance of assigned duties.
- Significant and positive impact on the University or community (identify accomplishments).
- Distinguished attendance record.
- Excellent customer service skills with colleagues and/or students.

## WE ARE ... MARSHALL

# Employee of the Month Program

MARSHALL UNIVERSITY



**MARSHALL  
UNIVERSITY**

Old Main 207  
One John Marshall Drive  
Huntington, WV

Phone: 304-696-2593



# Employee of the Month Program

## Rationale

The Employee of the Month Program was established in 1992 to recognize outstanding performance by classified and non-classified staff within the **comMU**nity. This includes all employees of Marshall University, Marshall University Research Corporation, and The Marshall University Foundation, Inc.

The employees who receive these awards exemplify exceptional levels of work performance and display high regard and loyalty toward Marshall and their job responsibilities.

They go *above and beyond* in their duties in an effort to make the workplace more efficient and more welcoming to co-workers, customers, and students.

## Selection Committee

A committee approved by the president is comprised of representatives from classified staff, non-classified staff, faculty, and the student body. This committee evaluates the nominations and selects the Employee of the Month honorees each month.

## Selection Process

Any Marshall faculty, staff, or student may submit a nomination form on which they identify their nominee's job classification, years of service, and the reason why the employee deserves the award.

An individual can be selected as an Employee of the Month only once in a calendar year.

Forms are available in the Department of Human Resource Services, Old Main 207, or online at <http://www.marshall.edu/human-resources/forms/eomform1.pdf>.



## Recognition

Each Employee of the Month shall be acknowledged with a

- cash award of \$100,
- framed certificate, and
- photo and article appearing in the WE ARE . . . MARSHALL Newsletter.



## Employee of the Year

This selection is made by the Employee of the Month Committee after the end of each calendar year.

The Committee will review the winning nominations from the previous twelve months and vote for the Employee of the Year. The announcement recognizing the Employee of the Year will be made at the Annual Service Awards luncheon.

The Employee of the Year shall be acknowledged with

- a cash award of \$300,
- a framed certificate,
- an article and picture in the WE ARE . . . MARSHALL Newsletter, and
- gifts from various sponsors.