



UNIVERSITY of ALASKA

Many Traditions One Alaska

Employee Spotlight Awards Program

“Award” and “reward” are powerful tools available to every supervisor. They don’t work unless supervisors take the time to care about their people in a sincere way. This is a program to recognize singular achievement and a way to say ‘thank you’ to employees below the level of Senior Administrator.

The University of Alaska Spotlight Award is designed to appreciate one-time exceptional employee accomplishment. It is for employees who go that extra mile in terms of a performance, a service or a professional development milestone.

Spotlight awards complement and enhance our existing and more formal programs such as those which recognize excellence, retirements, years of service, and outstanding student support. Said another way, Spotlight awards are not meant to take the place of Statewide programs that annually reward employees on a departmental or system level. Spotlight awards are meant to recognize a singular employee achievement in a timely way.

Program Objectives:

- 1) Foster a culture that appreciates a special performance, recognizes an outstanding service, acknowledges innovative employee effort, acknowledges accepted ideas for improvement, while at the same time promoting loyalty and encouraging a positive work ethic.
- 2) Encourage and recognize milestones in individual professional development.
- 3) Recognize employee individual efforts in furthering UA goals and mission.
- 4) Offer supervisors a timely way to say ‘thanks.’

All supervisors are encouraged to participate. UA will assist by advertising this program in *The Statewide Voice*, on digital billboards and on www.alaska.edu/sws.

SPOTLIGHT AWARDS

Spotlight awards may be proposed by an employee’s supervisor anytime throughout the year. Individuals may forward names to the nominee’s immediate supervisor, who will review the proposal and submit the formal nomination to SW Human Resources. The nominee’s governing Vice President and the Chief Human Resources Officer must concur with a nomination before it is forwarded to the President for final consideration. Spotlight Awards may be presented to an individual or to a team of employees. There are three categories:

Spotlight #1: An Exceptional Service

Spotlight #2: An Exceptional Performance

Spotlight #3: An Exceptional Professional Development Milestone

Spotlight #1: Exceptional Service Award

Recognizes one-time exceptional service acts in categories including, but not limited to:

- ❖ Contributing to an excellent University reputation
- ❖ Helping fellow employees, students, or their families
- ❖ Contributing to the community
- ❖ Creating outside partnerships (with State of Alaska, federal agencies, etc.) that obtain direct measurable results

Spotlight #2: Exceptional Performance Award

This award recognizes a singular contribution to UA's Shaping Alaska's Future through:

- ❖ Innovation: Employee takes the initiative to create a new tool, method or procedure for getting the job done better with measurable results (such as a patent awarded or software developed)
- ❖ Safety: Employee goes beyond the call of duty contributing to UA risk reduction and/or safety goals
- ❖ Efficiency: Employee enhances mission results, increases revenue, or decreases expense to an exceptional degree with measurable results
- ❖ Environment: Employee develops procedure or program that reduces waste, enhances the environment or conserves energy
- ❖ Collaboration: Employee creates systemwide collaborative relationships with measurable results

Spotlight #3: Exceptional Professional Development Milestone

This award recognizes a notable professional development milestone:

- ❖ Employee earns a college degree or higher degree than they held at hire with UA
- ❖ Employee earns professional certification (CPA, CIA, SPHR, etc.)
- ❖ Employee produces a publication of considerable significance

In all cases, Award recipients receive

- ❖ Thank you/congratulations letter signed by the President
- ❖ UA award plaque
- ❖ Dinner for two gift certificate
- ❖ Recognition in *The Statewide Voice*, and BOR Highlights

How to nominate someone for a Spotlight Award

- ❖ Supervisors may initiate nomination or individuals may send a name to the nominee candidate's immediate supervisor.
- ❖ The immediate supervisor must complete the "Spotlight Award Nomination Form"; making sure to be brief and clear, and using language that would be understandable to a 'non-technical' professional, if necessary.
- ❖ Nomination then routed for required approvals: Per the form, both the nominee's Vice President and the Chief Human Resources Officer must sign the form, indicating their endorsement.
- ❖ Statewide Human Resources forwards the nomination to the Office of the President.
- ❖ A determination will be made by the President within two weeks. The appropriate Vice President and supervisor will be notified of the decision.
- ❖ The award will be presented by the appropriate nominating supervisor at the employee's work area in a gathering of peers and coworkers.