

Classified Employee of the Year Nominations

Source: Annette L. Hernandez, Co-Chair/Classified Senate Recognition Committee

The 35th Annual Classified Employee Recognition Ceremony is scheduled for Wednesday, April 25, 2012, at 2 P.M. in the K-State Union Ballroom. In preparation for this event, nominations are being sought for "Classified Employee of the Year" from each college and major administrative unit. This award recognizes classified employees who have demonstrated outstanding performance during the 2011 calendar year.

Prior to submitting nominations to Classified Senate, each college and administrative unit should have in place written procedures for the criteria and selection process. Selection committee membership preferably should include a previous year award winner. Please refer to the following website for award guidelines: <http://www.k-state.edu/hr/classified-award-guidelines.html>. Departments must submit nominations to their respective college deans or major administrative units to their respective vice presidents. **Only one classified staff member from each college and major administrative unit will be recognized at the Recognition Ceremony.**

Colleges include: Agriculture; Architecture, Planning and Design; Arts and Science; Business Administration; Continuing Education; Education; Engineering; Graduate School; Human Ecology; K-State Salina; Library; Research and Extension and Veterinary Medicine

Major Administrative Units include: Office of the President; Office of the Provost; Vice President for Administration and Finance; Vice President for Communications and Marketing; Vice President for Research; Vice President of Student Life; and local agencies

Under this award program colleges and major administrative units provide a \$300 monetary award (net amount award) to the selected award winner and/or co-recipients. Utilizing department funds or endowment funding, it is understood the departments will be charged a gross amount to include employee deduction, taxes and employer benefits. Payment requests to selected employees are to be submitted to Payroll on a **PER-7** (not Add Pay form). Suggested time frame for payment should be in conjunction with the Classified Awards Recognition Ceremony. College/Major Administrative Unit/Departments may choose to recognize several classified employees with monetary awards, but Classified Senate will recognize only **one** winner from each college/major administrative unit at the ceremony.

Deadline for submission of nominations is February 10, 2012. Please submit nomination forms located at <http://www.k-state.edu/class-senate/award.html> to Annette Hernandez, K-State Salina Engineering Technology, 100 B Technology Center via campus mail, email ahernan@ksu.edu or fax 785.826.2941.

Thank you in advance for your time and assistance with nominations. Questions by phone can be directed to Annette at 785.826.2646.

Note: This is not the K-State Classified Award of Excellence program that is managed by the Division of Human Resources.