

December 1, 2016

To: Colleges/Major Administrative Units, Kansas State University  
From: Brenda Nowakowski and Kari Zook, Co-Chairs – USS Recognition Ceremony Committee  
Re: University Support Staff Employee of the Year Nominations

The 40<sup>th</sup> Annual University Support Staff Employee Recognition Ceremony will be held Wednesday, April 26, 2017, at 2 P.M. in the K-State Union Ballroom. In preparation of this event, nominations are being sought for “University Support Staff Employee of the Year.” This award recognizes university support staff employees who have demonstrated outstanding performance during the 2016 calendar year.

Prior to submitting nominations to University Support Staff 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/hcs/tools/managers/performance/awards.html>. **Departments must submit nominations to their respective college deans or major administrative units to their respective vice presidents.**

**The number of University Support Staff Senators in each college/major administrative unit directly corresponds with the number of University Support Staff Employee of the Year awardees. Listed below is the break down, please remember to submit the nominations through the correct channels.**

***Colleges include:** Agriculture, Research & Extension (4); Architecture, Planning & Design (1); Arts and Science (1); Business Administration (1); Education (1); Engineering (1); Hale Library (1); Human Ecology (1); K-State Salina (1); Veterinary Medicine (2).*

***Major Administrative Units include:** Administration and Finance (4); Office of the President/Office of the Provost (1); Vice President of Student Life & Dean of Students (6); and local agencies (1).*

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 University Support Staff Awards Recognition Ceremony. College/Major Administrative Unit/Departments may choose to recognize several university support staff employees with monetary awards, but University Support Staff Senate will only recognize those selected as EOY winners by their respective College Selection Committee at the ceremony.

**The deadline for College Selection Committees to submit their selection(s) is February 24, 2017.** Please use the attached form (also located at <http://www.k-state.edu/class-senate/awards/award.html>) to submit your selections via campus mail to:

Brenda Nowakowski  
APDesign-Office of Student and Academic Services  
213 Seaton Hall

College Selection Committees may also submit their selections via email to Brenda ([blnow@ksu.edu](mailto:blnow@ksu.edu)). Contact Brenda at 785-532-1998 or Kari Zook at 785-826-2959 if you have any questions.

Thank you in advance for your time and assistance with nominations!

**Please Note: This is not the K- State University Support Staff Award of Excellence. That award is managed by Human Capital Services.**