**OFFICE OF THE REGISTRAR**

**UNIVERSITY SUPPORT STAFF EMPLOYEE OF THE YEAR (USSEOY)**

**SELECTION GUIDELINES**

• The USSEOY committee is a rotating committee made up of 2 unclassified employees and 3

University Support employees.

• The USSEOY committee will be chaired by one of the unclassified employees.

• The University Support Staff members of the USSEOY committee will be the recipients of the

award from the past 3 years.

• In the event that the name of a University Support Staff employee is not selected for recognition

by the Office of the Registrar or a selected winner from the past 3 years is no longer employed in

the Office, a USS volunteer will be recruited.

• No University Support Staff member of the committee can be nominated for University Support

Staff Employee of the Year.

• No USSEOY committee member can nominate an employee for University Support Staff Employee

of the Year.

• No University Support Staff employee can nominate himself/herself for University Support Staff Employee of the Year.

• Past award recipients will not be eligible for nomination for 3 years after winning the award and

will serve on the selection committee during those 3 years.

• A University Support Staff employee who is on probation is not eligible for USSEOY nomination.

• Listed below is the rotation schedule.

**2019-2020**

Barb Nagel-Chair

Robert Auten

Kathy Fronce

Kathy Johnston USS Volunteer

Robert Bailey

**2020-2021**

Robert Auten-Chair

Shannon Castleberry

Kathy Johnston USS Volunteer

Robert Bailey

2019-2020 winner