

Facilities Management Employee of the Quarter and Year

Each calendar quarter, Facilities Management will select two employees as Employee of the Quarter (EOQ). In December of each year, one of the eight Employees of the Quarter will be selected as Employee of the Year.

Selection of the EOQs will be made by a committee consisting of the Associate and Assistant Directors of Facilities Management. Committee Members may not delegate their duties. The chairman of the committee will be appointed by the Assistant Vice President for Campus Operations and Facilities.

Selection Criteria for EOQ:

- Nominations for EOQs will be made by Facilities Management (FM) employees using a nomination form. Any FM employee, except those serving on the committee, may nominate any FM employee using these forms.
- The committee chairman will convene the selection board to review the nominations and select the EOQs. Nominations from past quarters are not reviewed – only nominations for the current quarter.
- Employees who have been previously selected as an EOQ within the last 12 months are not eligible.
- The selection committee will discuss all nominations and then select two EOQs by vote. In the case of a tie, a run off vote will be taken to determine the winner.
- If the committee determines that there are not enough qualified nominees to make an appropriate EOQ selection, committee members may make recommendations from the floor. A consensus of committee members is necessary to allow nominations from the floor.
- Results of the selection will not be made public until the winners are personally notified.

The recipients of the EOQ award will be recognized with following:

- A framed certificate.
- Their names will be engraved on plaques of the FM Wall of Honor.
- A reserved parking place for the quarter
- Lunch with the Assistant Vice President for Campus Operations and Facilities
- Appear in news articles in the HSC News and FM web site.
- Other items donated by outside organizations may be given in accordance with HSC rules and guidelines.
- Employees nominated, but not selected, will receive a letter from the Assistant Vice President recognizing them as “valued employees”.

Selection Criteria for the FM Employee of the Year (EOY)

- Employees who have been selected as the EOQ in the past 12 months are eligible to be selected as the EOY. To be eligible, they must be a FM employee at the time of selection. Employees who transfer, retire, or are no longer an FM employee are not eligible.
- The committee to select the EOY will be comprised of supervisory employees appointed by the Associate and Assistant Directors. One employee from each division below will be appointed:
 - Construction and Maintenance
 - Support Services
 - Utilities
 - CEP
 - Custodial Services
 - Planning and Design
 - Grounds
- The employee selected as the EOY will be announced at the annual FM Christmas party. Results of the selection will not be made public until this time.

The recipients of the EOY award will be recognized with following:

- Engraved plaque
- \$100 gift certificate
- An article in the HSC News and the FM Web Site