

October 3, 2006



**MEMORANDUM**

To: Health Science Center Employees  
From: Brett Morris, Assistant Vice President for Human Resources  
Subject: Employee Excellence in Service Awards (OHR 2007-007)

**If you supervise employees who don't have email access, could you please make sure they have a copy of this email?**

Do you know an employee who has done an outstanding job at the Health Science Center? Would you like to have a way to honor this person publicly? The Health Science Center has the means to do just that.

Every year up to five deserving employees will receive a Presidential Employee Excellence in Service Award. Winners can be self-nominated or may be nominated by other employees, students, or patients. Your nominee can be either a classified or an Administrative and Professional (A & P) staff member.

On January 25, 2007, President Cigarroa will present each winner with a plaque and a check for \$1,000! For information on how to nominate someone, go to:

<http://www.uthscsa.edu/op/employeeexcellence/index.html>

Nominations have been made easier this year. You do not need to write a letter to nominate someone. On the nomination form, just list the reasons why you think the person should be considered for an award. If you prefer, paper nomination forms are available in the Office of Human Resources (ADM Room 112). If you would like a copy sent or faxed to you, please call (210) 567-2320.

Winners will not be chosen because of the number of nominations they receive. If an employee receives more than one nomination, the selection committee will evaluate

based on the **first nomination received**. If several people want to nominate the same employee, please combine all comments into **one nomination form**.

**The nomination deadline is Wednesday, November 1, at 5 p.m.** All materials must be received in the Office of Human Resources by that time. Please call 567-2320 or send email to one of the following people if you have questions.

Anita Glass at [glassa@uthscsa.edu](mailto:glassa@uthscsa.edu)

Margaret Drake at [drake@uthscsa.edu](mailto:drake@uthscsa.edu)

OHR 2007-007