

October 23, 2006



MEMORANDUM

To: All Faculty and Staff
From: Brett Morris, Assistant Vice President for Human Resources
Subject: Employee Excellence in Service Award Nominations End November 1
(OHR 2007-010)

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

Are you thinking about nominating someone to receive a Presidential Employee Excellence in Service Award? If so, please remember to complete your nomination soon. All forms must be returned to the Office of Human Resources by **5 p.m. on Wednesday, November 1.**

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.

This year's nominations are easier in several ways:

- Each nominee will be evaluated based on the first nomination received for him or her. It is not necessary or helpful to submit more than one nomination for an employee.
- No letters or essays are required.
- You don't need to use complete sentences in the nomination.
- Hand-printed nominations are fine as long as they are legible.

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

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

OHR 2007-010