

Ohio University Classified Senate Employee of the Month Nomination Form

Statement of Purpose

- To recognize outstanding Classified Employees of Ohio University who are setting the standards for excellence and innovation.
- To reward those employees who show exemplary individual achievement, contribution, and performance of their jobs and other related duties beyond their own offices.
- To acknowledge those whose efforts have inspired and supported the achievement of others.
- To provide awards to such employees by a means that is fair, with equal consideration of all eligible employees, regardless of the level of responsibility within Ohio University.

A candidate for the award must meet the following criteria:

Be a permanent full-time, part-time or intermittent classified employee of Ohio University, including those at regional campuses and core sites or facilities. An employee (1) must have completed the initial probationary period, (2) must not have been selected as Employee of the Month within the current calendar year, and (3) must not have any active disciplinary action pending.

Any eligible classified staff member may be nominated more than once. All nominations must be received by the 15th of each month in order to be considered for the next month's award. Individuals not selected for the month nominated will be held in a pool for future consideration.

I would like to nominate: _____

(Name of Employee)

Title: _____ **Dept.** _____

Nominee's immediate supervisor _____

On a separate sheet of paper please describe why you feel the nominee is deserving of the Employee of the Month award in reference to the statement of purpose above.

Nominated by: _____

Email _____ **Office #** _____ **Date** _____

Return completed form to Traci Winchell, Grosvenor 304, winchelt@ohio.edu or fax 593-1730

For additional information refer to the website at:

<http://www.ohio.edu/csen/eom.cfm>