

## ***“The Roughrider Salute”***

### Yavapai College Employee of the Month Program Rules and Procedures

#### **I. Purpose**

The purpose of The Roughrider Salute Employee of the Month program is to recognize one staff member each month who exhibits work and behaviors that support and further the mission, goals, and initiatives of Yavapai College by way of:

- Service Excellence
- Relationship Excellence
- Job Knowledge & Functions
- Continuous Learning

Also, The Roughrider Salute will recognize those employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own, to make the workplace more efficient and more welcoming to co-workers, students, and the community.

#### **II. Nominee and Nomination Eligibility Criteria**

1. Nominations are for individuals, not a department, functional unit, or group of people.
2. Nominees must exhibit at least one of the following Roughrider Salute Values:
  - a. Attitude and Commitment: Demonstrates good customer skills, serves as a role model to others, goes above and beyond the requirements of the job, consistently dependable, etc.
  - b. Interpersonal Skills: Consistently friendly, uses effective listening skills, has a team player attitude, etc.
  - c. Work Performance: Quality of work performance with assignment deadlines and little supervision, takes initiative, ability to train others and gladly willing to do so, self-motivated, etc.
  - d. Personal Traits: Professional demeanor, conscientious, honest, hard-working, integrity on and off the job, etc.
3. Nominator and nominee must be within the same division.
4. Nominee must be employed full or part time at Yavapai College within the VP's division at the time of award winner announcement.
5. A nominee on current or recent corrective/disciplinary action will not be taken into consideration.
6. All nominations must be submitted via The Roughrider Salute Nomination form [[www.yc.edu/salute](http://www.yc.edu/salute)].
7. Nominees who were not selected for the month in which they have been nominated may be considered by the committee in the following 2 months.
8. Deadline for nomination submission is the last Monday of the month. This may be subject to change.

### **III. Selection Process**

1. The committee is comprised of generally five (5) staff and/or faculty members, who will have the responsibility for managing the nomination, selection, and award administration process of The Roughrider Salute.
2. Nominations will be sent to the respective division's Roughrider Salute committee via official nomination form available on the intra web.
3. Each nominee and nomination will be reviewed by the committee for eligibility criteria as written in these guidelines.
4. The committee reviews all active, eligible nominations and selects three (3) finalists to forward to the division VP for final decision.
5. Of the three (3) finalists, the division VP will select the top nomination to be awarded The Roughrider Salute.
6. All three finalist will be eligible for the Employee of the Year award.
7. Any committee member who is nominated for The Roughrider Salute will recuse themselves from the screening selection for that month and subsequent months if their nomination is still active.

### **IV. Award**

1. Monthly winners will be presented the following (or comparable to):
  - A framed award certificate signed by their department supervisor, their division VP and the President of Yavapai College
  - Ruff Rider bobblehead personalized by division
  - Yavapai College gear (t-shirt, baseball cap, etc.)
  - A \$25 gift card
  - A nomination for the Employee of the Year Award