

## ***“S.A.M. Recognition Awards”***

### Yavapai College Employee Award Program Rules and Procedures

#### **I. Purpose**

The purpose of The S.A.M. Recognition Awards program is to recognize one staff and one faculty each quarter and among the winners, one staff and one faculty will be selected for Employees of the Year Award who exhibits Outward Mindset behaviors by way of:

- **SEE** The needs, objectives and challenges of others.
- **ADJUST** Efforts to be more helpful to others.
- **MEASURE** And hold ourselves accountable for the impact of our work on others.

Also, the S.A.M. Award 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.

We encourage you to nominate someone you see going above and beyond in their efforts to serve our students, community, and each other.

#### **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 Outward Mindset behaviors:
  - Listen and Learn
  - Show genuine appreciation
  - Offer help
  - Acknowledge mistakes
  - Involve others
  - Take correction easily
  - Set high expectations
  - Give helpful corrections
  - Give real reasonability
  - Give direct feedback
  - Challenge and encourage growth
  - Have necessary difficult conversations
3. Nominee must be employed full-time at Yavapai College at the time of award winner announcement.
4. Directors and above do not qualify.
5. A nominee on current or recent corrective/disciplinary action will not be taken into consideration.
6. All nominations must be submitted via the S.A.M. Recognition Nomination form [[www.yc.edu/sam](http://www.yc.edu/sam)].
7. Deadline for nomination submission is respectively November 1st, February 1st, and April 1st  
This may be subject to change.

### **III. Selection Process**

1. The committees are the Yavapai College Staff Association (YCSA) and Yavapai College Faculty Association (YCFA) who will have the responsibility for managing the nomination, selection, and award administration process of the S.A.M. Recognition Award .
2. Nominations will be sent to the respective committee via official nomination form available on the intra web. (Directors and above do not qualify)
3. Each nominee and nomination will be reviewed by the respective committee for eligibility criteria as written in these guidelines.
4. Each committee reviews all active, eligible nominations and selects one (1) finalists each quarter.
5. All finalists will be eligible for the Employee of the Year award selected by President and presented at Convocation
6. Any committee member who is nominated for the S.A.M. Recognition Award will recuse themselves from the screening selection for that month and subsequent months if their nomination is still active.

### **IV. Award**

1. Quarterly winners will be presented the following (or comparable to):
  - A \$125.00 bonus check
  - A nomination for the Employee of the Year Award
2. Employee of the Year winners will be presented the following (or comparable to):
  - A \$550 bonus check