Auburn University
Facilities Management

2014 Committee Members
Richard Caldwell
Mark Carroll
John Goodman
Christina Greer
Tyler Hand
Kenneth Howard
David Howell
Joel Hunter
Lindsay Petty
Christina Robinson
John Vollor
Karen Whitehead
Barbara Wright

Employee Recognition/Awards Program

We believe in hard work and recognize you for it!
Recognize and Celebrate Excellence

Award Levels

Certificate of Appreciation – Recognizing individual(s) for a one-time act of outstanding performance. Employees earning the Certificate of Appreciation receive a four-hour paid leave slip to be used within one month of receiving the award. This time off must be coordinated with the employee’s direct supervisor. The recipient’s name will be placed on the Certificate of Appreciation Board.

Tiger Ticket – Recognizing individuals with consistent outstanding job performance. Tiger Ticket recipients receive an eight-hour paid leave slip to be used within one month of receiving the award. This time off must be coordinated with the employee’s direct supervisor. Recipients will also receive an invitation to an awards luncheon and a polo shirt which may be worn on Fridays in place of their required uniform. (Wearing the polo shirt does not excuse any employee from fulfilling their normal work duties.) The recipient’s name will be placed on the Tiger Ticket Board. All Tiger Ticket recipients will qualify as nominees for the Tiger of the Year.

Tiger of the Year and two Runner-Ups – Recognizing the top three Tiger Ticket recipients as the most outstanding employees of the year. These will be awarded at the end of the year and chosen from the Tiger Ticket recipients awarded throughout the calendar year. The Tiger of the Year Award is given to the Tiger Ticket recipient that has displayed exemplary efforts on behalf of Facilities Management in the past year. Two honorable mentions will be given to two runner-ups to the Tiger of the Year recipient. The awards for these honors will be presented at the annual Christmas dinner. These awards will have a high enough dollar value to require the employees to be charged taxes. According to current IRS tax codes; these taxes must be withdrawn from the winners’ pay before the end of the calendar year. (No additional time off will be awarded due to the significant prize level being awarded.

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**Copies of awards are placed in the employee’s records and will be reflected in their evaluation under the appropriate competency. Employees may also include it on their self-evaluation portion of the annual performance evaluation.

**Eligible recipients for these awards must be full-time continuing or limited term employees, and must not be on probation nor have any disciplinary action for the last year. Leave slips will not be replaced.

Support Excellence
Exemplifying, consistent support for supervisors and co-workers. Representing the department in a positive, accommodating, courteous, professional, respectful, knowledgeable and mission supportive role.

Technical/Professional
Using technical/professional abilities to achieve outstanding and innovative contributions to his/her particular field/shop. Providing quality technical and professional services cooperatively and supportively to co-workers/departments throughout Facilities Management while representing its mission and goals. Performing in an exceptional manner where quality is reflected in day-to-day effort to establish results. Enhancing the image of Facilities/Auburn University and contributing to a professional and productive business atmosphere.

Craftsmanship Achievement
Using craftsmanship abilities to achieve outstanding and innovative contributions to the particular field/shop. Providing quality craftsmanship services cooperatively and supportively to co-workers/departments throughout Facilities Management while representing its mission and goals. Also, sharing his/her knowledge/skill with co-workers to improve the level of work. Performing in an exceptional manner where quality is reflected in day-to-day effort to establish results. Enhancing the image of Facilities/Auburn University and contributing to a professional and productive business atmosphere.

Recognize and Celebrate Excellence

Teamwork
An individual or small group of employees who demonstrate the value of cooperation by their high standards of professionalism and achievement. These employees share task responsibilities, provide support, show respect for other team members and are committed to a common purpose. These employees demonstrate on a regular basis, communication, collaboration, cooperation, coordination and commitment in work ethic.

Safety
No lost time due to accidents (On-The-Job-Injury) over a 12-month period. Prevented serious injury to a co-worker, customer or citizen by setting safety examples, practicing and promoting safety. Identifying hazardous situations that prevented serious injury. An employee or group of employees who at any time clearly saved a life.

Cost Reduction
Recognition of a person or team that has developed a program, idea or solution that has provided or has the potential to provide a financial benefit to Facilities Management or Auburn University. This can be in the form of labor, monetary, materials, administrative or time savings.

Customer Service
Cooperation, effort, and providing service to internal and external fellow employees. Providing extraordinary action to a situation which warrants immediate attention. Taking initiatives to providing solutions. Exceeding expectations with customers through: cost savings, building relationships, timely response, early completion, ease customers concerns with a positive attitude.

Leadership Excellence
Establishing a higher standard of work performance by example; demonstrating leadership qualities under challenging assignments; voluntarily using knowledge and skills to promote the work-related development of other employees; contributing to building employee morale, improving work processes or procedures; or enhancing working conditions. Demonstrating honesty, vision, competence, inspiration and wisdom to fellow employees.