

**MONTANA STATE UNIVERSITY
COLLEGE OF ENGINEERING
CLASSIFIED EMPLOYEE AWARD FOR EXCELLENCE**

The MSU College of Engineering is soliciting nominations for the College of Engineering Classified Employee Award for Excellence, which recognizes exemplary service or contribution to the Department, the College, or to the University. One recipient will be selected and will receive a \$500 Lump Sum Bonus at the College's Annual Awards Ceremony luncheon held in May. Anyone may nominate an individual for this award; an individual may not nominate himself/herself.

Criteria:

All permanent classified staff members are eligible for consideration. According to the MUS Pay Plan, in order to qualify for a Lump Sum Bonus an individual must have demonstrated exceptional performance in **all** of the following areas:

- Effort ~ The effort of work greatly exceeds expectations.
- Consistency ~ The individual must maintain a consistent level of satisfactory or higher job performance on a recurring basis over a significant period of time.
- Quality ~ The service, project or product is of the highest quality and greatly exceeds typical job performance expectations.

In addition, the individual must have demonstrated exceptional performance in **one** of the following areas:

- Quantity ~ The amount of work produced clearly exceeds standard expectations for others.
- Originality ~ The service, product, or project is exceptionally creative and innovative.
- Cost Savings/Revenue Generation ~ The product or service will create a substantial, documented cost-saving or revenue-generating effort.
- Efficiency ~ Efficiency of operations is measurably enhanced by the employee's work.
- Life Safety/Safety of Working Conditions ~ Action(s) taken by the employee results in the prevention of serious property damage and/or physical injury and is outside the scope of the employee's regularly assigned job duties and responsibilities.

Nomination Requirements:

The required nomination packet should consist of the following materials:

- Lump Sum Bonus Request Form (please contact Kathy Osen for a copy of the form and additional instructions on how it is to be completed).
- One letter of support from any appropriate source (limited to two pages).

Note: If nominations exceed the page limit noted, or are not submitted using the attached Lump Sum Bonus Request Form, the Chair will remove the nomination packet from consideration.

Deadline:

Nomination packets are to be sent electronically to the Dean's Office (kosen@coe.montana.edu) no later than **Monday, March 18, 2013.**

Selection Process:

The recipient will be selected by a committee appointed by the Dean.