



GEORGIA SOUTHWESTERN  
STATE UNIVERSITY

# EMPLOYEE OF THE MONTH POLICY

Department of Human Resources

*Updated August 2023*

**Policy Title:** **Incentive Compensation and Rewards:** Employee of the Month and Year Awards  
**Responsibility:** President, Vice President for Business & Finance, Chief Human Resource Officer  
**Effective Date:** 08/01/2023  
**Review Date:** Annually

## I. POLICY STATEMENT.

- A. The purpose of this policy is to provide employees with recognition for their contributions, services and dedication to Georgia Southwestern State University. The incentive plan as described in this policy is designed to provide recognition for employees who go beyond the ordinary demands of the job in achieving exceptional performance.

GSW utilizes this incentive program to recognize individual employees or teams who achieve exceptional levels of service and contributions beyond the usual expectations of their service. Rewards are tied to outstanding service and contribution of which must be identified and communicated through nomination by peers and supervisors.

## II. POLICY GUIDELINES

### A. Type of Program

1. Exceptional Performance. The exceptional performance incentive program includes predetermined standards and achievement goals that are significantly above normal performance expectations and in support of the department and institutional strategic goals and objectives. The Faculty and Staff Excellence Awards program is a recognition-based incentive program. Criteria for nominations and selection of the award recipients can be found in Attachment 1.

B. Internal approval authorities and processes

1. The Office of Human Resources will coordinate the program. This includes collecting and reviewing nominations each month to ensure eligibility requirements are met for submission and random selection.
2. Nominations will be made every month via email. The email is sent to the Human Resources Director by the fourth Thursday of each month. Monthly nominations will be accepted September through April of each academic year.
3. Each month, the Director of Human Resources will review and oversee a randomly selected drawing from the pool of submitted nominations three employees to be recognized. Those who are not recognized that month will be put back into consideration for the following months drawing.
4. Selected nominations will be forwarded to the supervisor for additional comments.
5. If there are only one to three eligible nominations, then those nominations will be selected automatically as a Faculty/Staff Employee of the Month. However, efforts will be made, including extending deadlines for receiving nominations so there will always be more than one nominee.
6. The winners will be announced via email and University approved communications and social media.

C. Eligibility:

1. Only benefits eligible employees working 20 hours or more are eligible for the award. Eligible employees will have completed 6 months of employment before being eligible to receive the award.
2. An employee can only win the award once in a twelve-month period.
3. Nominations not selected as Employee of the Month will be held and reconsidered each month for one year from the date first received.
4. Employees who have retired or resigned from the University since being nominated are not eligible to receive the award.
5. Nominee must not have received the Employee of the Month award in the past year.

D. Type of Award: Monetary. Recognition-based incentive payments are a one-time lump sum payment for meeting or exceeding established criteria above normal business goals and objectives. The incentive payment does not become a part of base salary. Incentive pay is rewarded in compliance with this policy.

E. Program Guidelines to include award name and award amount:

Eligibility to earn the incentive through accomplishing the following achievements as outlined in the Faculty and Staff Excellence Awards (Table 1).

F. Funding Source: Foundation Account

Incentive Compensation programs are funded by individual Institutional foundation budgets and subject to funding availability. The Institution's Office of Fiscal Affairs and is required to

identify the funding source and certify funding availability for each program prior to approval for implementation.

G. Treatment and timing of payment and/or award (as applicable):

1. The payments are made within the academic year earned.
2. Taxes. Incentive payments are included and taxed as salary in the pay period issued.
3. Overtime. The incentive payment is included in the regular rate of pay for non-exempt employees' overtime calculations.
4. Retirement. Incentive compensation payments shall not be included as earnable compensation for determining retirement benefits.

H. Coding. To ensure proper pay and reporting, Institutions must use the appropriate SCOA and HCM codes (EPI) to document payments under Incentive compensation programs.

I. Certification. Incentive Compensation Programs become effective upon approval by the USG Office of Human Resources and the USG Office of Fiscal Affairs as part of the Institution's Incentive Compensation and Rewards program. Certifications remain in effect for one year. When critical goals are achieved and incentive pay is provided, new target goals should be established and the plan resubmitted or the plan must be discontinued.

**Table 1**

Employee of the Month and Year Award Amounts

<b>Award Name</b>	<b>Award Amount</b>
Employee of the Month	\$100
Employee of the Year	300

## Attachment 1

**Award Name:** Employee of the Month

**Award Criteria:** The Employee of the Month award program was developed to encourage recognition of GSW Faculty and Staff who have significantly benefited the University and made contributions beyond the usual expectations of their employment.

**Eligibility Criteria and Rules:**

- Only benefits eligible employees working 20 hours or more are eligible for the award. Eligible employees will have completed 6 months of employment before being eligible to receive the award.
- Nominations will only be considered within the month that they are nominated.
- Individuals can be nominated multiple times throughout the year, but the individual can only be awarded once in a twelve-month period.
- Employees who have retired or resigned from the University since being nominated are not eligible to receive the award.
- Guidelines for the Employee of the Month will be posted on the human resources website.

**Criteria for Nomination/Selection**

It is recommended that nominations for the Employee of the Month be based upon the following criteria. *However, an employee need not meet all these requirements to receive the award.* In order for the nominated employee's fully evaluated and acknowledged for outstanding service, attributes and/or achievements, it is important that specific examples are cited in the letters of recommendation. Suggested examples are as follows:

- Does the employee consistently "go the extra mile" without being asked?
- Is the employee creative within their position? Have they improved work methods, improved efficiency within the department, contributed to new ideas, or enhanced their own responsibilities?
- Is the employee cooperative, compassionate, and friendly to fellow employees on a regular basis?
- Have they served on GSW committees or volunteered for special projects?
- Have they received recognition or awards from GSW, published and/or assisted in prestigious research?
- Is the employee extraordinarily loyal and dedicated to GSW?
- Does the employee possess other qualities that would make them deserving of such an award?

### **Winners for Faculty and Staff Employee of the Month:**

- The Employee of the Month will receive a plaque and a gift card for \$100.
- Winning monthly nominations will also be a candidate for the Employee of the Year Award, which is announced at the annual Employees' Recognition Luncheon in Spring following the end of the calendar year in which the employee received the Employee of the Month.
- A news release and photo will be sent to GSW marketing and communications for publishing and distribution, and a GSW display will feature the employee in a prominent area/s on campus to be determined.
- Employee of the Month winners will also be featured on the university web site, HR Web page, University newspaper, approved social media outlets and on electronic marquees located around the university.
- The winners will also receive a framed certificate signed by the President.

### **Winner for Faculty and Staff Employee of the Year:**

- All Faculty/Staff winners will be candidates for the "Employee of the Year" award at end of April of the academic year unless the winner has resigned during this year.
- The Employee of the Year will each receive a \$300.00 gift card, a plaque and a t-shirt. A news release and photo of each winner will be sent to the area media.
- A display will feature the employee in a prominent area/s on campus to be determined.
- The Staff Employee of the Year winner will be on the university web site on the HR web page, and will be featured on electronic marquees located around the university.