



**Department
of
Facilities Management**

**Recognition
Programs**

- **4 - DFM Hilltoppers Spirit Award will be given.**
- **24 - Employee of the Months will be awarded.**
- **5 - Employee of the Year will be awarded.**

DFM Hilltoppers Spirit Award

Quarterly we will recognize the individual or a team who demonstrates service by focusing on customers as the heart of our business. Who embodies Team Spirit by fostering diversity, promoting individual and team contributions, providing innovative leadership, and developing our people. Responds to challenges with innovative solutions that result in greater performance or opportunity.

Nomination Forms will be located near the DFM time clock or available on the DFM webpage. *Your nomination form is kept confidential.*

To be eligible for this award, all Individual nominees must meet the following criteria's in order to be a recipient unless they are part of a team nomination:

- Be a full-time Facilities Management employee for at least one year.
- Have no disciplinary actions within a year's time frame.
- Not have won the DFM Hilltoppers Spirit Award in the past year.
- Meets or exceed expectations ratings or equivalent on their most recent performance appraisals.

Please provide us with the following information on your nominee:

Describe your Nominee(s) Give Details on character, uniqueness what motivates or drives them.

Describe the Achievement: What are some specific actions or behaviors they demonstrate that were above and beyond expectations? What were challenges or obstacles and how were they overcome?

Describe the Results: What was the impact and benefit of their actions? Clearly define this. Example: employee retention, support, awards etc.

Diversity Component: Describe how they supported Diversity initiatives through service

1. Is a role model for others of professionalism
2. Integrity and welcoming/inclusive behaviors
3. Proactively initiates dialogue with customers and employees
4. Anticipates and actively listens to customers' needs and wants
5. Proactively promotes Facilities Services and programs with pride
6. Seeks ways to help and encourage others to succeed
7. Actively includes team members at all levels, to accomplish goals
8. Takes initiative within the communities/campus where we do business to improve the quality of daily life
9. Consistently exceeds customers' expectations
10. Contributes/shares ideas on growth and development opportunities
11. Proactively creates an inclusive environment that helps all team members value and promote the diversity of the team
12. Exemplifies a commitment to shared purpose, communication and mutual respect
13. Is a role model for others of honesty, accountability and integrity
14. Acts as a coach and mentor inspiring others to perform at a higher level
15. Proactively involves others and seeks out diverse perspectives in decision making and problem solving, Proactively and voluntarily shares resources — Uses individual skills and resources to achieve collective success
16. Proactively promotes the university through our services and commitment to diversity and corporate citizenship
17. Effectively leads and communicates
18. Continuously strives to progress and improve based on measures and results Shares new and innovative solutions for accelerated growth and effective day to day operations

Recipients of this award will receive the following:

- Automatic nomination for DFM Employee of the Year
- Recognition Plaque
- \$125 gift card
- Employee Recognition at the DFM HR Christmas Brunch

In the event that a Team award is given the following will apply:

Team recipients of this award will receive the following:

- Those full-time employees on the team will receive an automatic nomination for employee of the year.
- Team will be recognized at the DFM HR Christmas Brunch
- The Team will receive a recognition plaque
- Appreciation lunch with the DFM managers

This award will be given the following months: March, June, September and December

Winners will be selected by the Employee Advisory Committee along with the DFM Management Team. The committee will meet quarterly. If there is no nominee for a given quarter and/or committee chooses not to select anyone for an award that quarter, there will be no DFM Hilltoppers Spirit Award given for that quarter.

Facilities Management

Employee of the Month Program

Each month the Facilities Management Department will recognize **two outstanding employees** who excel and perform their duties at an outstanding level of service.

We will recognize one nominee from the following two categories:

1. **Maintenance**

Maintenance and Plant Operations
Grounds
Stockroom
Office Personnel
HRL maintenance
Pest Control
Planning, Design and Construction

2. **Housekeeping**

All Building Service Attendants from E&G and HRL

Nomination Forms will be located near the DFM time clock or available on the DFM webpage. Self nominations **will not be** accepted. *Your nomination form is kept confidential.*

To be eligible for this award, all Nominees must meet the following criteria's in order to be a recipient:

- Be a full-time Facilities Management employee for at least one year.
- Have no disciplinary actions within the past 12 months
- Have not been an Employee of the month within the last 12 months

The following criteria's should be used when nominating staff for employee of the month.

- Quality of work standards
- Attendance
- Safety
- Can- do attitude; goes the extra mile in giving to the organization and doing their best
- Has a clear understanding of personal accountability
- Continues to embrace change

Recipients of this award will receive the following:

- Automatic nomination for DFM Employee of the Year
- Recognition Plaque
- \$50 gift card
- Employee Recognition at the DFM HR Christmas Brunch

Winners will be selected by the Employee Advisory Committee along with the DFM Management Team. The committee will meet once a month. If there is no nominee for a given month and/or committee chooses not to select someone, there will be no DFM Employee of the Month given.

Facilities Management

Employee of the YEAR

Each year the Facilities Management Department will recognize outstanding employees who excel and perform their duties at an outstanding level of service.

Each area will have an Employee of the Year, if applicable

- Building Services
- Maintenance
- Housing and Residence Life
- Grounds
- Overall Facilities Management

To be eligible for this award, all Nominees must meet the following criteria's in order to be a recipient:

- Be a full-time Facilities Management employee for at least one year.
- Have no disciplinary actions within the past 12 months
- Meets or exceed expectations ratings or equivalent on their most recent performance appraisals.

The following criteria's should be used when nominating staff for Employee of the Year.

- Quality of work standards
- Attendance
- Safety
- Can- do attitude; goes the extra mile in giving to the organization and doing their best
- Has a clear understanding of personal accountability
- Continues to embrace change

Note:

Employees that have received either employee of the month or the DFM Hilltoppers Spirit Award during the current year will get an automatic nomination, *however must still meet the criteria's above to be eligible for Employee of the Year.*

The recipients of the award will be selected by the DFM Management team, along with the recommendations provided to them by the Employee Advisory Committee.

Recipients of this award will receive the following:

- \$ 200 Gift Card
- Recognition Plaque
- Will be given out at the Annual HR Christmas Brunch
- Lunch with the DFM Management Team