## J. C. Hunt Award

# **Purpose:**

The Classified/ Professional Staff Employee of the Year program is to recognize a classified staff or professional staff employee for superior performance at Eastern Oklahoma State College.

# **Eligibility:**

To be eligible for this Award, an employee must

- a) Be a classified or professional employee of Eastern Oklahoma State College (excludes temporary employees, student employees, and tenure track and non-tenure track faculty).
- b) Have at least two years of continuous employment with Eastern.
- c) Have received overall positive performance evaluations.
- d) Have specific or sustained accomplishments that exceed normal expectations.

## Criteria:

- a) Employees must be nominated for the award in a well written narrative by any member of the Eastern community which includes staff, students, and faculty.
- b) The President and Vice Presidents are not eligible to receive this award.
- c) A former recipient of the award is not eligible to receive the award a second time.
- d) Nominations are valid only for the current academic year.
- e) The Award will be presented at the Annual Sapphire Ball.
- f) The Staff Council will select a committee of five (5) full time exempt and non–exempt employees to review all nominations and select the J.C. Hunt Award recipient. In addition, a representative from the Human Resource office will be asked to assist the selection committee in an advisory position. The J.C. Hunt Award Selection Committee will select a classified or professional employee based on exceptional contributions to Eastern, fellow employees, and the community as evidenced in the nomination form, in the following areas:
  - Employee conducts himself/ herself in a manner consistent with the values and goals of Eastern Oklahoma State College. Employee demonstrates an above average knowledge of his/her job responsibilities and delivers a high—quality job performance and services.
  - 2. Employee consistently recognizes and meets the needs and requirements of internal/external (where applicable) customers. Employee demonstrates compassion in dealing with the customer, being mindful of how his/her attitude and actions are perceived. Employee uses problem—solving techniques, when necessary, to satisfy the customers' needs and reflects a positive image of the institution.

- 3. Employee consistently uses a systematic approach to accomplishing his/her responsibilities, taking care to minimize errors. Employee acknowledges and takes pride in ownership of the day—to—day processes for which he/she is responsible and utilizes initiative where necessary to meet overall goals.
- 4. Employee consistently demonstrates the spirit of teamwork by offering support to fellow employees whenever a need arises for a collective effort in accomplishing a task or goal. Employee takes a positive approach when interacting with fellow employees.
- 5. Performs "beyond the call of duty" to improve service, quality and the department's, or Eastern's image.
- 6. Exemplifies professionalism and dedication to excellent service by putting forth the extra effort.
- 7. Makes outstanding contributions of significance to Eastern to fulfill its mission.

## **Procedures:**

- a) Additional nomination forms will be available in the Human Resource office.
- b) The Human Resource office will receive nominations annually. The deadline for submission of nominations will be announced each year.
- c) Non–selection documentation and nominations will be retained on file by Human Resources.