

Staff Recognition Awards

(effective 7/15/20)

Monthly

Peer Recognition (1 per month)

Award Description: This recognition is given by staff to their peers (non-manager or supervisor) for activities that may warrant something more than a verbal “thank you.” Examples may be providing extra help on a project, notable acts of kindness, being an extraordinary team player, etc.

Recognition: The recipient is given a certificate and \$20 Lobo Cash card, is recognized in the FM News, featured on the awards page on the FM website and be included in an FM all-staff email.

Who Can Nominate: Nominations are made by FM staff (excluding division heads, managers, or supervisors). Nominations can be made for any FM staff (excluding division heads, managers, or supervisors) and do not have to be within the nominator’s division or unit.

Nomination Period: Nominations are submitted via online form found on the awards page and the due date is the last working day of each month.

Decision Process: Nominations will be forwarded to the FM Employee Recognition Committee who will evaluate and make the final selection. Committee members must recuse themselves on selection decisions for people they have nominated or if they themselves are nominated.

All Star (1 per month)

Award Description: This award is given to staff (excluding division heads, managers, or supervisors) who successfully does their job every day, has contributed to the success of a project, went out of their way to assist another employee, etc.

Recognition: The recipient is given a certificate and \$20 Lobo Cash card and is recognized in the FM News, on an awards page on the FM website and be included in an FM all-staff email.

Who can nominate: Nominations are made by FM supervisor, managers, or division heads for any non-manager or supervisor staff.

Nomination Period: Nominations are submitted via online form found on the awards page and the due date is the last working day of each month.

Decision Process: Nominations will be forwarded to the FM Employee Recognition Committee who will evaluate and make the final selection. Committee members must recuse themselves on selection decisions for people they have nominated or if they themselves are nominated.

Quarterly

Supervisor Spotlight (1 per Quarter)

Award Description: This award is given to supervisors (excluding division heads or managers) who display excellent leadership skills in a situation, went above and beyond on a project, and/or have shown themselves to be an asset to FM through a particular act.

Recognition: The recipient is given a certificate and \$20 Lobo Cash card, is recognized in the FM News, featured on the awards page on the FM website and be included in an FM all-staff email.

Who can nominate: Nominations are made by any FM staff, manager or division head for supervisors in their units.

Nomination Period: Nominations are submitted via online form found on the awards page and the due date the last working day of a quarter (March, June, September, December)

Decision Process: Nominations will be forwarded to the FM Employee Recognition Committee who will evaluate and make the final selection. Committee members must recuse themselves on selection decisions for people they have nominated or if they themselves are nominated.

Annual

Outstanding Manager (1 Annually)

Award Description: This award is given to an FM Manager (excluding division heads) who provides excellent customer service, is an asset to their unit, has made significant contributions to the success of their work group, and/or has promoted a positive work environment for their staff.

Recognition: The recipient is given a personal plaque, has their name added to a recognition plaque of prior awardees permanently displayed in the Service Building, receives a \$20 Lobo Cash card and are recognized in the FM News and UNM News, as well as on the awards page on the FM website and in an FM all-staff email.

Who can nominate: Nominations can be made by any UNM staff or faculty member. FM staff can nominate their own manager or a manager in other divisions or units they feel are worthy.

Nomination Period: Nominations are submitted via online form found on the awards page and are accepted from February through March of each year for the prior year.

Decision Process: For this award only, FM division heads will serve as the FM Employee Recognition Committee who will evaluate and make the final selection. Committee members must recuse themselves on selection decisions for people they have nominated.