

R.I.S.E.

Recognizing Inspirational Superior Effort Program Outline

FIU HWCOC Administrative and Staff Employee Recognition Program R.I.S.E (Recognizing Inspirational Superior Effort)			
Purpose	The HWCOC administrative and staff employee recognition program, R.I.S.E., has been designed to recognize, motivate, and reward outstanding performance of full-time and part-time administrative and staff employees of the Herbert Wertheim College of Medicine.		
	Award Category		
	Teamwork	Service Excellence	Extra Mile
What: Description & Criteria	Recognizes work groups who displayed and exceptional ability to: <ul style="list-style-type: none"> ▪ Build effective collaborative relationships across different groups of departments within the HWCOC ▪ Successfully complete impactful project(s) ▪ Show respect for others and maintain great working relationships 	Recognizes an individual who: <ul style="list-style-type: none"> ▪ Consistently provides excellent assistance and complete information ▪ Cultivates and sustains relationships that help address customer needs ▪ Resolves concerns in a professional and effective manner 	Recognizes an individual who: <ul style="list-style-type: none"> ▪ Performs above and beyond their regular responsibilities ▪ Goes out of their way to protect the reputation of the organization ▪ Makes significant contribution(s) that positively impact the HWCOC mission
Why: Aligned to HWCOC Mission	Collaborate	Act	Transform
Who: Eligibility	<ul style="list-style-type: none"> - Groups of 2-15 HWCOC full-time or part-time administrative and staff employees - Groups cannot self-nominate - ERP Committee members <i>not</i> eligible to vote if: <ul style="list-style-type: none"> o Nominated o On nominations they submit o If a family member is nominated 	<ul style="list-style-type: none"> - HWCOC full-time or part-time administrative and staff employees - Employees cannot self-nominate - Must be employed by HWCOC for at least 6 months - Employees are eligible to win in only one individual award category annually (Service Excellence or Extra Mile). - ERP Committee members <i>not</i> eligible to vote if: <ul style="list-style-type: none"> o Nominated o On nominations they submit o If a family member is nominated 	<ul style="list-style-type: none"> - HWCOC full-time or part-time administrative and staff employees - Employees cannot self-nominate - Must be employed by HWCOC for at least 6 months - Employees are eligible to win in only one individual award category annually (Service Excellence or Extra Mile). - ERP Committee members <i>not</i> eligible to vote if: <ul style="list-style-type: none"> o Nominated o On nominations they submit o If a family member is nominated
When: Frequency	Up to 2 teams selected annually	Up to 6 employees selected annually	Up to 3 employees selected annually
How: Nomination Process	<ul style="list-style-type: none"> - All HWCOC employees or students can submit nominations - Electronic form submission - Nominations to be reviewed and voted on by ERP Committee 	<ul style="list-style-type: none"> - All HWCOC employees or students can submit nominations - Electronic form submission - Nominations to be reviewed and voted on by ERP Committee 	<ul style="list-style-type: none"> - All HWCOC employees or students can submit nominations - Electronic form submission - Nominations to be reviewed and voted on by ERP Committee
Award: Type of Recognition	<ul style="list-style-type: none"> - HWCOC Newsletter - Admin & Staff Assembly Meeting - Spot Award Bonus - HWCOC Shirt - Certificate 	<ul style="list-style-type: none"> - HWCOC Newsletter - Admin & Staff Assembly Meeting - Spot Award Bonus - HWCOC Shirt - Certificate 	<ul style="list-style-type: none"> - HWCOC Newsletter - Admin & Staff Assembly Meeting - Spot Award Bonus - HWCOC Shirt - Certificate