Table of Contents

I. Introduction

II. About R.I.S.E.
   a. Taskforce
   b. Recognition Program Survey
   c. Program Development
   d. Implementation

III. Program Overview
   a. Goals
   b. Award Categories
      • Teamwork
      • Service Excellence
      • Extra Mile
   c. Eligibility
   d. Nomination and Selection Process
   e. Contact Information

IV. Administrative and Staff Employee Recognition Program Committee
   a. Charge
   b. Structure
   c. Committee Roles and Responsibilities
   d. Conflict of Interest
   e. Terms
   f. Voting
   g. Confidentiality

V. Role of the Office of Finance and Administration
   a. Executive Associate Dean
   b. Director of Human Resources
   c. HWCOM Human Resources Department

VI. Appendix
   a. Recognition Program Survey
   b. R.I.S.E. Flowchart
   c. R.I.S.E. Nomination Form
   d. R.I.S.E. Nomination Evaluation Form
   e. R.I.S.E. Program Outline
I. Introduction
This handbook sets forth the general guidelines and procedures for the Florida International University (FIU) Herbert Wertheim College of Medicine (HWCOM) Administrative and Staff Employee Recognition Program (ERP) called R.I.S.E. (Recognizing Inspirational Superior Effort).

II. About R.I.S.E.
The HWCOM Strategic Planning Subcommittee on Faculty and Staff Success identified the creation of an Administrative and Staff Employee Recognition Program as one of the main initiatives to help establish and build a culture of gratitude aligned with Goal 4, Faculty and Staff Success, in HWCOM Strategic Plan 2015-2020: “Foster a culture of excellence, innovation and professionalism by attracting and retaining faculty and staff who embrace diversity and are lifelong learners and forward thinkers”.

Task Force

A taskforce comprised of 10 administrative and staff employees, representing various offices within the College of Medicine, was assembled to address the development, implementation and advancement of recognition programs.

Recognition Program

A survey was designed to capture vital information on the type of recognition employee’s value. The survey was distributed electronically to all HWCOM administrative and staff employees. A total of 73 responses were received in May 2016.

Program Development

Based on the survey results, the taskforce developed award categories, criteria eligibility requirements, and recognition awards that meet the needs of administrative and staff employees in a fair, simple, and user-friendly manner while aligned with HWCOM Strategic Plan and in compliance with University policies.

- **Award Categories**: selected based on the survey results that reflected the interests of administrative and staff employees.
- **Criteria**: developed specific standards to define recognition category expectations.
- **Eligibility**: identified specific requirements that employees and committee members will need to meet.
- **Nomination and Selection Process**: developed to ensure a fair and equitable review and reward process.
- **Awards**: selected as per the feedback collected from the survey.
- **Timeline**: outlined program development, communication campaign, rollout, and monitoring phases.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2016</td>
<td>Taskforce</td>
</tr>
<tr>
<td>April 2016</td>
<td>Survey Development</td>
</tr>
<tr>
<td>May 2016</td>
<td>Survey Distribution and Assessment</td>
</tr>
<tr>
<td>June 2016</td>
<td>Program Recognitions and Criteria Development</td>
</tr>
<tr>
<td>October 2016</td>
<td>Program development finalized</td>
</tr>
<tr>
<td>November 2016</td>
<td>First nomination process opens</td>
</tr>
<tr>
<td>December 2016</td>
<td>Recipients selected and recognized at HWCOM Holiday Luncheon</td>
</tr>
<tr>
<td>January 2017</td>
<td>Launch survey to gather formal feedback</td>
</tr>
<tr>
<td>June 2017</td>
<td>Second nomination process opens</td>
</tr>
<tr>
<td>August 2017</td>
<td>Recipients selected and recognized</td>
</tr>
</tbody>
</table>
d. Implementation: The taskforce developed an implementation plan that encompasses a simple and clear communication about the program, process and tools (nomination form, evaluation worksheet, etc.), as well as the steps for the roll-out and continued improvement process.

III. Program Overview

The HWCOM Administrative and Staff Employee Recognition Program, R.I.S.E., has been designed to recognize, motivate, and reward outstanding performance of full-time, part-time, and temporary administrative and staff employees of the Herbert Wertheim College of Medicine.

Goals
Measurable outcomes that help determine the success of the program

- Increase retention of top performing employees
- Increase Awareness of employee contributions to HWCOM mission
- General satisfaction with the program
- Motivate employee engagement
- Increase Awareness of employee contributions to HWCOM mission
b. **Award Categories:** All nominees should demonstrate superior performance in any of the following categories:

- **Teamwork**
  - **Criteria**
    - Builds effective collaborative relationships across different departments and offices within HWCOM
    - Successfully completes impactful project(s)
    - Shows respect for others and maintains great working relationships
  - **Eligibility**
    - Groups of 2-15 (minimum of 2 and maximum of 15) of HWCOM full-time, part-time, or temporary administrative and staff employees
  - **Frequency**
    - Up to 2 teams selected annually
  - **Rewards**
    - Recognition in HWCOM Newsletter
    - Recognition in Admin & Staff Assembly Meeting
    - Recognition in HWCOM Yearbook
    - Retail Gift Card
    - HWCOM Shirt
    - Certificate

- **Service Excellence**
  - **Criteria**
    - Consistently provides excellent assistance and customer service
    - Cultivates and sustains relationships that help address customer needs
    - Resolves concerns in a professional and effective manner
  - **Eligibility**
    - HWCOM full-time, part-time, or temporary administrative and staff employees
  - **Frequency**
    - Up to 3 employees selected bi-annually
  - **Rewards**
    - Recognition in HWCOM Newsletter
    - Recognition in Admin & Staff Assembly Meeting
    - Recognition in HWCOM Yearbook
    - Retail Gift Card
    - HWCOM Shirt
    - Certificate
• **Extra Mile**
  - **Criteria**
    - Performs above and beyond regular responsibilities
    - Goes out of their way to protect the reputation of the organization
    - Makes significant contribution(s) that positively impact the HWCOM mission
  - **Eligibility**
    - HWCOM full-time, part-time, or temporary administrative and staff employees
  - **Frequency**
    - Up to 3 employees selected annually
  - **Rewards**
    - Recognition in HWCOM Newsletter
    - Recognition in Admin & Staff Assembly Meeting
    - Recognition in HWCOM Yearbook
    - Retail Gift Card
    - HWCOM Shirt
    - Certificate

c. **Eligibility**: The following requirements apply to all the award categories:
  - HWCOM full-time, part-time, or temporary administrative and staff employees
  - HWCOM faculty and students are not eligible to be nominated
  - Group members and individual employees cannot nominate themselves
  - Nomination needs to be supported by employee’s supervisor
  - Must be employed by HWCOM for at least six months at time of nomination (except group award)
  - Employees can only receive recognition once per year, per category
  - Employee Recognition Committee members are not eligible to vote if nominated
  - Employee Recognition Committee members are not eligible to vote on nominations they submit
  - Employee Recognition Committee members are not eligible to vote if a family member is nominated

d. **Nomination and Selection Process**: Nominations can be submitted by any HWCOM employee, including faculty, staff and students.
Step 1: Administrative and Staff Employee Recognition Program Nomination Form completed and submitted to recognition@fiu.edu

Step 2: Notification sent to the nominator that nomination was received and is being reviewed.

Step 3: HWCOM Human Resources Department (HWCOM-HR) checks eligibility.

Step 4: HWCOM-HR notifies employee’s supervisor and checks for any objection of nomination.

Step 5: If no objection received, notification of nomination sent to employee and nominator.

Step 6: Administrative and Staff Employee Recognition Program Committee members meet at least bi-annually to discuss, vote on, and select recognition recipients.

Step 7: HWCOM-HR informs HWCOM Dean and Executive Associate Dean of Finance & Administration of recipient selections.

Step 8: HWCOM-HR uploads all nominations to Administrative and Staff Employee Recognition Program Committee member portal for review at least one week prior to meeting.

Step 9: HWCOM-HR prepares awards and notifications.

Step 10: Award recipients receive awards.
e. **Contact Information:** For questions regarding R.I.S.E. please contact HWCOM-HR at (305) 348-0621.

## IV. Administrative and Staff Employee Recognition Program Committee

a. **Charge:** To be an effective and contributing member of the Administrative and Staff Employee Recognition Program (ERP) Committee, each member must be familiar with the institution’s Strategic Plan, the Administrative and Staff Employee Recognition Program Handbook, and other general information necessary for the evaluation of the nominees.

The Administrative and Staff ERP Committee is charged with the selection of HWCOM nominated employee recognition recipients. The Committee is expected to review all nominations individually, ensuring equal opportunity to all nominees.

b. **Structure:** The HWCOM Administrative and Staff ERP Committee is comprised solely of HWCOM administrative and staff employees. There are seven voting members and two non-voting members. Quorum is comprised of at least four voting members.

- **Voting Members**
  - Chair: administrative and staff member appointed by the Executive Associate Dean of Finance and Administration, who only votes to break ties
  - Administrative and staff members appointed by their respective offices, with approval from the Executive Associate Dean of Finance and Administration, representing:
    - Dean’s Office
    - Office of Academic Affairs
    - Office of Clinical Affairs
    - Office of Student Affairs
    - Office of Finance and Administration
    - FIU Health

- **Non-voting Members**
  - HWCOM-HR Representative
  - Past-Chair

C. **Committee Roles and Responsibilities:** The roles of the Administrative and Staff ERP Committee include:

- **Chair:** Shall set the agenda for Committee meetings, open and close meetings, ensure respect for rules, put nominations to vote, announce results of voting decisions, only cast vote to break ties.
• **Voting Member**: Prepare for meetings by reviewing all nominations and participate in selection and voting process.

• **Non-Voting Member**: HWCOM-HR representative: shall take minutes of proceedings and upload them to the Committee portal within 30 days of meeting for approval. Past-Chair: Shall act as an advisory body to ERP Committee and mentor to Chair.

• **The responsibilities of the Administrative and Staff ERP Committee are to:**
  - Read and understand the Administrative and Staff ERP Handbook
  - Read nominations prior to Administrative and Staff ERP Committee meetings and be prepared to review nominations
  - Attend all regularly scheduled Administrative and Staff ERP Committee meetings
  - Participate in selection and voting process
  - Treat Committee member opinions with respect
  - Make recommendations on process adjustments and improvements

The proceedings of the Administrative and Staff ERP Committee are closed meetings. Only members of the committee are allowed to be present during meetings.

d. **Conflict of Interest (COI):** No Administrative and Staff ERP Committee member shall participate in discussion or vote on nomination in which his or her family member/s or themselves is being considered for recognition. Additionally, any Administrative and Staff ERP Committee member must recuse himself or herself when a conflict of interest or potential conflict of interest is present. Once an Administrative and Staff ERP Committee member has been recused from voting, they will be asked to leave the meeting. Failure to disclose a conflict of interest could result in dismissal from the Administrative and Staff ERP Committee.

e. **Terms:** The Administrative and Staff ERP Committee Chair and members serve a two-year term, beginning each July, and cannot stand for immediate reelection. Previous Administrative and Staff ERP Committee members are eligible for reappointment after at least a two year break from service. Three Committee members will be replaced by newly appointed members after one year. After the initial year, all members will be replaced after their second term is complete.

Committee members can be dismissed from the Committee for lack of participation, inappropriate conduct, or conflicts of interest. Dismissal is at the recommendation of the Chair with support from the Executive Associate Dean of Finance & Administration. The Chair can only be dismissed by the Executive Associate Dean of Finance & Administration with at least a two-thirds vote from the Committee, quorum being present. Should any of the positions become vacant, the office that appointed that position will select a new member to serve the unexpired term. Anyone who serves an unexpired term has the option to be reappointed for the next term.
f. **Voting:** Motions and other business of the Committee requiring a vote shall be by majority of Committee members present and voting, if a quorum is present. In the event of a tie vote, the Chair will cast the deciding vote.

g. **Confidentiality:** It is expected that matters discussed during the Administrative and Staff ERP Committee meetings shall remain confidential.

V. **Role of the Office of Finance and Administration**

The Office of Finance and Administration is responsible for maintenance of the HWCOM Administrative and Staff Employee Recognition Program, R.I.S.E. The roles and responsibilities are defined as follows:

a. **Executive Associate Dean:** maintains oversight of the Administrative and Staff Employee Recognition Program, R.I.S.E., and appoints the Chair of the Administrative and Staff Employee Recognition Program Committee.

b. **Director of Human Resources:** Advises the Executive Associate Dean of Finance and Administration and Administrative and Staff ERP Committee Chair on employee relations issues of nominated employees.

c. **HWCOM Human Resources Department:**
   - Manages recognition@fiu.edu email
   - Manages web presence
   - Ensures employee eligibility for nomination
   - Processes awards within timeline
   - Ensures distribution of awards
   - Maintains & circulates record of Administrative and Staff ERP Committee meeting proceedings
   - Maintains database of all nominations and recipients
   - Updates ERP handbook yearly
   - Prepares presentations and conduct trainings
VI. Appendix

Recognition Program Survey

1) Does your department currently have a recognition process in place? If so, please describe.

2) What was the most meaningful professional recognition you have ever received?

3) How important is it to include the following areas in a recognition program?

<table>
<thead>
<tr>
<th></th>
<th>Not Important</th>
<th>Somewhat Important</th>
<th>Very Important</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity and Innovation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character (integrity, trustworthiness, responsibility, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Going the extra mile</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal events (wedding, birth, retirement etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) How important is the following to you?

<table>
<thead>
<tr>
<th></th>
<th>Not Important</th>
<th>Somewhat Important</th>
<th>Very Important</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

R.I.S.E. Handbook 11
<table>
<thead>
<tr>
<th>Receiving recognition for your work contributions &amp; achievements</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognizing others for their contributions &amp; achievements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being recognized by your supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being recognized by peers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being recognized by students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being recognized as a department</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) How would you like to be recognized for your contributions and achievements: *(Please select your top 5.)*

<table>
<thead>
<tr>
<th>College-wide awards ceremony</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College newsletter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social media (Facebook, LinkedIn, Twitter, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department luncheon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate, plaque, or trophy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIU HWCOM branded items (t-shirts, mugs, pins, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift certificates or thank you letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIU parking pass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal thank you</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gym passes/memberships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional development opportunities (trainings, workshops, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other <em>(please specify):</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6) What do you *not* want to see included in a recognition program?

7) Any additional comments?
R.I.S.E.
Recognizing Inspirational Superior Effort

Flowchart

1. Nominations submitted to recognition@ftu.edu with form
   - HWCOM HR reviews forms and submits to employee(s)
     - Supervisor does not approve nomination
       - Nomination NOT eligible to proceed
     - Supervisor does approve nomination
       - Employee(s) and nominator notified about nomination
         - HWCOM Dean and OFA, EAD notified about selected recipients
         - ERP Committee meets to review nominations and vote on award recipients
           - COM-HR prepares notifications and awards for recipients
             - Public notifications distributed
               - Recipients receive awards
The FIU Herbert Wertheim College of Medicine Administrative and Staff Employee Recognition Program strives to recognize groups and individuals that promote a culture of excellence, innovation, and professionalism. Please complete the following form to nominate those employees that have displayed the ability to R.I.S.E. UP!

**What type of recognition are you submitting?**

- **Teamwork**
  - Recognizes work groups who displayed and exceptional ability to:
    - Builds effective collaborative relationships across different groups of departments within the HWCOM
    - Successfully completes impactful project(s)
    - Shows respect for others and maintains great working relationships
  - Limited to groups of eligible employees of 2 to 15 people

- **Service Excellence**
  - Recognizes an individual who:
    - Consistently provides excellent assistance and customer service
    - Cultivates and sustains relationships that help address customer needs
    - Resolves concerns in a professional and effective manner
  - HWCOM full-time, part-time, or temporary administrative and staff employees

- **Extra Mile**
  - Recognizes an individual who:
    - 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 HWCOM mission
  - HWCOM full-time, part-time, or temporary administrative and staff employees

**Eligibility**

- HWCOM full-time, part-time, or temporary administrative and staff employees
- Employees cannot self-nominate
- Must be employed by HWCOM for at least six months at time of nomination (except for work group award)
- Employees can only receive recognition once per year, per category
Who is or are the nominee(s)?

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject/ Project Title: __________________________________________________________

Please describe why you are recognizing the group or individual employee? Provide examples and give details of the work or activity performed and the impact it had on HWCOM.

What HWCOM goal(s) does this align to? Please describe how it aligns.

- Education and Training Excellence:
  
  Promote learner and resident success through an educational platform of medical knowledge, research and clinical care, integrated with a deep understanding of population health, health disparities, interprofessional interventions and the social determinants of health.

- Health Care Innovation and Community Health:
  
  Design and deliver a trademark brand of clinical care focused on population health management to improve South Florida’s health outcomes, reduce health care costs, and optimize patient experience, while providing an innovative clinical learning environment for students and residents.
□ Research and Evaluation:

Conduct basic, applied, translational, clinical and interdisciplinary clinical research that leverages South Florida’s diverse demographics, improves the health of the South Florida community and aligns with national and global health trends.

□ Faculty and Staff Success:

Foster a culture of excellence, innovation and professionalism by attracting and retaining faculty and staff who embrace diversity and are lifelong learners and forward thinkers.

□ Strategic Partnerships:

Forge and strengthen partnerships that provide optimal learning environments for students, residents and faculty; establish platforms for research; and create value for the community and FIU.

Person Submitting Nomination: *required

First Name: __________________________ Last name: __________________________
Department: ______________________________________________________________
Email: __________________________ Phone: _____ - _____ - ________
Employee Name/Work Group:  

Subject / Project Title:  

Please rate the nominee in the appropriate category according to the following scale:

### Teamwork

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration: encourages team members to use their skills and talents to positive relationships across groups</td>
<td></td>
</tr>
<tr>
<td>Common Goal: effort results in an impactful project that aligns with HWCOM strategic goals</td>
<td></td>
</tr>
<tr>
<td>Respect: creates a positive work environment of trust where team members feel comfortable and valued</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Comments:

### Service Excellence

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliable: can be relied upon to do or provide what is needed</td>
<td></td>
</tr>
<tr>
<td>Empathetic: demonstrates awareness, understanding, and sensitivity toward others’ feelings</td>
<td></td>
</tr>
<tr>
<td>Problem Solving: uses efficient strategies that lead to effective solutions</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Comments:

### Extra Mile

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altruistic: goes out of their way to help and collaborate with others to serve the whole</td>
<td></td>
</tr>
<tr>
<td>Loyal: defends the organization; contributes to its good reputation</td>
<td></td>
</tr>
<tr>
<td>Initiative: voluntarily improves knowledge and skills to better contribute to the organization</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Comments:

Name of ERP Committee Member:  

Date:  

TOTAL SCORE
# R.I.S.E.
## Recognizing Inspirational Superior Effort

### Program Outline

<table>
<thead>
<tr>
<th>Award Category</th>
<th>Extra Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teamwork</strong></td>
<td><strong>Service Excellence</strong></td>
</tr>
<tr>
<td>Recognizes work groups who displayed and exceptional ability to:</td>
<td>Recognizes an individual who:</td>
</tr>
<tr>
<td>- Builds effective collaborative relationships across different groups of departments within the HWCOM</td>
<td>- Consistently provides excellent assistance and complete information</td>
</tr>
<tr>
<td>- Successfully completes impactful project(s)</td>
<td>- Cultivates and sustains relationships that help address customer needs</td>
</tr>
<tr>
<td>- Shows respect for others and maintains great working relationships</td>
<td>- Resolves concerns in a professional and effective manner</td>
</tr>
<tr>
<td><strong>Why:</strong></td>
<td><strong>Why:</strong> E aligned to HWCOM Mission</td>
</tr>
<tr>
<td>Collaborate</td>
<td>Transform</td>
</tr>
<tr>
<td><strong>Who:</strong></td>
<td>All HWCOM full-time, part-time, or temporary administrative and staff employees</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Employees cannot self-nominate</td>
</tr>
<tr>
<td>Groups of 2-15 HWCOM full-time, part-time, or temporary administrative and staff employees</td>
<td>Must be employed by HWCOM for at least 6 months</td>
</tr>
<tr>
<td>ERP Committee members not eligible to vote if:</td>
<td>Employee can only be recognized once per year, per category</td>
</tr>
<tr>
<td>- Nominated</td>
<td>- ERP Committee members not eligible to vote if:</td>
</tr>
<tr>
<td>- On nominations they submit</td>
<td>o Nominated</td>
</tr>
<tr>
<td>- If a family member is nominated</td>
<td>o On nominations they submit</td>
</tr>
<tr>
<td><strong>When:</strong> Frequency: Up to 2 teams selected annually</td>
<td>Up to 3 employees selected bi-annually</td>
</tr>
<tr>
<td><strong>How:</strong> Nomination Process</td>
<td>All HWCOM employees or students can submit nominations</td>
</tr>
<tr>
<td>- Electronic form submission to <a href="mailto:recognition@flu.edu">recognition@flu.edu</a></td>
<td>Electronic form submission to <a href="mailto:recognition@flu.edu">recognition@flu.edu</a></td>
</tr>
<tr>
<td>- Nominations to be reviewed and voted on by ERP Committee</td>
<td>Nominations to be reviewed and voted on by ERP Committee</td>
</tr>
<tr>
<td><strong>Award:</strong> Type of Recognition</td>
<td>All HWCOM employees or students can submit nominations</td>
</tr>
<tr>
<td>- HWCOM Newsletter</td>
<td>Electronic form submission to <a href="mailto:recognition@flu.edu">recognition@flu.edu</a></td>
</tr>
<tr>
<td>- Admin &amp; Staff Assembly Meeting</td>
<td>Nominations to be reviewed and voted on by ERP Committee</td>
</tr>
<tr>
<td>- HWCOM Yearbook</td>
<td>hwcom Yearbook</td>
</tr>
<tr>
<td>- Retail Gift Card</td>
<td>hwcom Shirt</td>
</tr>
<tr>
<td>- HWCOM Shirt</td>
<td>Certificate</td>
</tr>
<tr>
<td>- Certificate</td>
<td>hwcom Yearbook</td>
</tr>
<tr>
<td>hwcom Yearbook</td>
<td>hwcom Newsletter</td>
</tr>
<tr>
<td>hwcom Newsletter</td>
<td>hwcom Yearbook</td>
</tr>
<tr>
<td>hwcom Yearbook</td>
<td>hwcom Newsletter</td>
</tr>
<tr>
<td>hwcom Newsletter</td>
<td>hwcom Yearbook</td>
</tr>
<tr>
<td>hwcom Yearbook</td>
<td>hwcom Newsletter</td>
</tr>
<tr>
<td>hwcom Yearbook</td>
<td>hwcom Yearbook</td>
</tr>
</tbody>
</table>