

Traditions of **E**xcellence **A**ward

The Civil Service Council, in conjunction with the President's Office, is proud to announce the institution of the Traditions of Excellence Award (TEA). We encourage you to nominate a Civil Service employee who you feel has performed their assigned duties at a high level or above and beyond expectations, who has taken the initiative to promote the concept of successful job completion and has promoted a positive working relationship with students, faculty and staff.

Civil Service Council members are not eligible to be nominated for this award during their term of service as we will be collecting your nominations and choosing the one employee of the month most deserving of this award. Attached to this announcement is a nomination form. Please feel free to make copies and keep them handy in order to nominate deserving Civil Service employees. When you have filled out the form, please forward it to the Human Resources Office.

The names of those who make nominations for this award and the names of the unselected nominees will be kept confidential. If your nominee did not get selected one month, take heart, they will still be considered throughout the school's fiscal year. But, no matter how extraordinary any one person is, they can only receive the TEA once during a fiscal year.

It is our hope to have enough nominations to award the TEA to one deserving employee each month. The TEA pins and certificates will be given to the recipients at the General Membership meetings held every other month.

So, if you observe or know of anyone who meets the above criteria for the TEA, please go forth and nominate them. They can't win if you don't nominate them. What better way to say "Job well done" to a Civil Service Employee?

**NOMINATION FOR THE
TRADITIONS OF EXCELLENCE AWARD**

Date:

Name of Nominee:

Your Name:

Reason for Nomination:

Signature

Please give this completed form to the **Human Resources Office**. It will be given to the
Civil Service Council for Consideration of this award.

Thank you for taking the time to make this nomination.

Your Civil Service Council