

**NORTHERN NEW MEXICO COLLEGE  
HUMAN RESOURCES POLICY**

<b>Subject:</b>	Employee Rewards and Recognition Policy
<b>File Reference:</b>	3.24
<b>Date Approved by Board of Regents:</b>	April 30, 2007; approved modified policy February 21, 2008
<b>Replaces Policy Approved On:</b>	Not Applicable.
<b>Purpose:</b>	NNMC values the tremendous contributions it derives from its employees and wants to recognize these individuals and teams, in a timely and effective way, for their exceptional contributions to their office, their department, or to the institution as a whole.
<b>Policy:</b>	It is the policy of NNMC to recognize the contributions and accomplishments of individuals and/or teams that contribute to the overall objectives and success of NNMC.
<b>Procedures:</b>	<p>The objectives of this policy are to: 1) recognize and promote positive behaviors that support individuals, teams, departments, and NNMC's mission and vision goals and objectives; 2) improve employee productivity and quality of work; 3) improve customer service (internal and external); and 4) recognize excellence in teaching.</p> <p>NNMC encourages all members of the College community to acknowledge the hard work and exceptional achievements of their peers, co-workers, and colleagues through quick and simple means, such as thank you notes, or appreciative emails.</p> <p><b><u>Eligibility:</u></b> All full-time faculty, adjunct faculty, and staff are eligible for awards as described in this policy.</p> <p><b><u>Four Types of Employee Recognition:</u></b></p> <p><b>1. One Time Planned Employee Recognition for retiring employees.</b></p> <p>Recognition: Retiree will receive an engraved Nambe Plate.</p> <p>Responsibility: Director of Human Resources</p> <p>Communication Plan: Presentation/recognition may be combined for more than one person who is retiring, normally at either the spring or fall convocation. Announcement in the college newsletter</p> <p><b>2. Recognize full-time faculty and staff for years of service to</b></p>

## **NNMC.**

### Recognition:

Employee will be presented a Service Pin when he/she has completed 5 years, 10 years, 15 years, 20 years, or 25 years with NNMC.

### Responsibility:

The Director of Human Resources will develop a list of eligible employees in July of each year.

### Communication Plan:

Pins will be presented to eligible employees during the Fall Faculty/Staff Convocation.

## **3. Teacher of the Year Award.**

### Recognition:

The Teacher of the Year Award is given each year to recognize and emphasize excellence in teaching.

### Procedure:

There will be two awards given each year to a full time faculty member and an adjunct faculty member. Faculty, staff and students may nominate for Teacher of the Year. Members of the college community may nominate more than one candidate and previous nominations may be resubmitted. The selection is made by the president in consultation with the Teacher Award Committee.

### Criteria:

The nominee must be: 1) full time/part-time teacher who is teaching a minimum of 6 credit hours, 2) has completed a minimum of four semesters of teaching responsibilities at Northern, and 3) not be a previous recipient of the award.

### Nomination Process:

The letter of nomination must meet the following requirements: 1) nominees name, 2) nominees faculty status (full-time or part-time), 3) nominees academic department, 4) nominees relationship to nominator, and 5) narrative that explains why the nominee should be considered for this award.

The letter will be submitted to the Teacher of the Year Award committee which will be appointed each year by the Provost, Faculty Association President and the Union President. The committee will be comprised of students, staff and faculty.

### Timeline:

- committee is chosen by December 15
- nominations must be submitted to the committee by March 15

- committee will contact the nominees by April 15
- nominees submit their materials by May 15 to the President
- teachers of the year will be announced during faculty/staff convocation in August of each year.

**4. President's Award – To recognize an individual or a team who has exhibited an exceptional action in one or more of the following areas:**

- Significant contribution to the institution's mission.
- Significant contribution to the institution's vision.
- Significant contribution to the institution's guiding principles.
- Supports continuous improvement as an AQIP or PIT team member.
- Providing excellent customer service (internal and external).

Other areas:

- Helping to improve NNMC's image in the community.
- Performing a job beyond its requirements.
- Taking a leadership role in the college.

Approval process: Nominations are submitted and reviewed by the Office of the President (OOP).

Communication plan: Employee(s) will be recognized at an informal or formal event as determined by the OOP.

**Nomination process:** Faculty, staff and students may nominate individuals and/or teams. Nominations are made by writing a minimum of 100 words that describe the specific action(s) performed by the person and/or team that meets one or more of the criteria listed above. Nomination forms will be available online and at the President's Office at both campuses.

**Evaluation Process by the OOP:**

1) Level One: Recognize a superb job on a project, task or activity including outstanding support of day-to-day business operation/process, or for suggestions leading to the improvement of a work process, workflow or in customer service, including good teaching which leads to good learning.

2) Level Two: Award given to an individual or team to recognize a major extraordinary achievement and/or extraordinary contribution requiring maximum effort that significantly impacted customer service and productivity that is not likely to repeat itself.

**Recognition:**

1) Level One: Certificate

2) Level Two: Certificate and one (1) day of recognition leave to be taken before September 30 of each year. Faculty will be awarded a day of personal leave per academic year.

**Funding:**

Funding for Rewards & Recognitions is budgeted and managed through the College's General Activity Account Policy (approved by the Board of Regents August 19, 1996). Applicable expenses outlined in the policy are for "recognition activities, including purchase of awards to honor board members, employees, students, and recognize retirement."

Non-monetary recognition awards as mentioned above will be the method of recognition at the present time. In the future, as funds become available, monetary awards (cash, check, money order, etc.) will be considered at which time this policy will be amended.

**Communications:**

1. All recipients of awards will be posted on the College's web page and a press release will be issued by the Public Information Director, if applicable.

**Cross Reference:**

**NORTHERN NEW MEXICO COLLEGE  
PRESIDENT'S AWARD**

**NOMINATION FORM**

**Nominee's Name** \_\_\_\_\_

**Nominee's Position** \_\_\_\_\_

**Your Name** \_\_\_\_\_

**Support For Nomination:** (Use a minimum of 100 words that describe the specific action(s) performed by the person/team related to the areas described in policy 3.24.) Please print or type.

**For Internal Use by the OOP:**

Nominee exhibited superb job on a project, task or activity including outstanding support of day-today business operation/process, or for suggestions leading to the improvement of a work process, workflow, or in customer service.

Nominee exhibited a major extraordinary achievement and/or extraordinary contribution requiring maximum effort that significantly impacted customer service and productivity that is not likely to repeat itself.

Comments: \_\_\_\_\_

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Submit nomination form to the Office of the President, Espanola Campus