



IT/PPS 08.01.01, Recognition and Reward Program  
Issue No. 2  
Effective Date 08/01/2006  
Reviewer: Chair, IT Community Staff Development Team

## **01. PURPOSE**

- 01.01 This PPS details the process for the formal Information Technology recognition and reward program known as the IT HONORS Awards and the rules governing the program.
- 01.02 This PPS outlines the informal Information Technology recognition and reward program known as the BRAVO's and the rules governing the program.

## **02. BRAVO AWARD DETAILS**

- 02.01 BRAVO's are daily informal recognition from one employee to another.
- 02.02 BRAVO's may be sent at any time and for any reason.
- 02.03 Any IT Division employee may send a BRAVO.
- 02.04 Any IT Division employee or student employee may receive a BRAVO.
- 02.05 BRAVO's may be sent electronically by visiting the official BRAVO site at <http://www.vpit.txstate.edu/bravo>.
- 02.06 A prize drawing will be held each month.
- 02.07 Those eligible for the drawing include everyone who has received a BRAVO during the previous monthly cycle with the exception of members of the Information Technology Leadership Council.
- 02.08 If a student worker's name is initially drawn, that student will receive a prize. The drawing will then continue until a regular employee's name is drawn. The regular employee will also receive a prize. A maximum of two prizes may be awarded each month.
- 02.09 Prize recipients may select their prize from a list of University-supporting items or events. Each prize has a maximum value of \$50. Please contact the Office of the Vice President for Information Technology for a current prize list.
- 02.10 BRAVO winner information will be circulated to all regular IT Division staff via monthly e-mail.

### **03. IT-HONORS AWARD DETAILS**

- 03.01 The IT HONORS Awards are a formal means to recognize and celebrate individual and team contributions that enable the IT Division to fulfill its mission.
- 03.02 IT HONORS Award nominations are accepted each Spring for Selection Committee review in April.
- 03.03 Awards are presented each spring at the IT Spring Staff Appreciation Breakfast and HONORS Award Ceremony in May.
- 03.04 Members of IT Council are not eligible for individual awards.
- 03.05 There are three award categories within the IT-HONORS Awards.
  - a. Employee Excellence Award
    - 1) Those eligible for this award are permanent full-time or part-time IT Division employees with at least six months of service.
    - 2) Nomination criteria can be found on the official nomination form at <http://www.vpit.txstate.edu/honors>.
    - 3) Up to three employees may receive this award annually.
    - 4) Recipients of this award will receive \$250.
  - b. Excellent Leadership Award
    - 1) Both supervisory and non-supervisory staff members are eligible for nomination.
    - 2) Those eligible for this award are permanent full-time or part-time IT Division employees with at least six months of service.
    - 3) Nomination criteria can be found on the official nomination form.
    - 4) Up to two employees may receive this award annually.
    - 5) Recipients of this award will receive \$250.
  - c. Collaborative Team Excellence Award
    - 1) Those eligible for this award include groups or teams of two or more that work together to achieve a common goal. Eligible team/group members must be permanent full-time or part-time IT employees with at least six months of service.
    - 2) Nomination criteria can be found on the official nomination form.
    - 3) Up to two teams may receive this award annually.
    - 4) Recipients of this award will receive four hours paid administrative leave.

### **04. IT-HONORS SELECTION COMMITTEE PURPOSE AND PROCEDURES**

- 04.01 The Selection Committee is a body comprised of representatives from each department within the IT Division. Membership numbers are based on departmental population, and reflect the membership of the IT Community Staff Development Team.
- 04.02 Representatives meet each year in April to review nominations and make recommendations to the Vice President.
- 04.03 Representatives serve a two-year term, with half the team rolling-off each year.

- 04.04 Each year, Division employees will be petitioned to submit nominees to serve on the Selection Committee. Self-nominations are permitted.
- 04.05 Those eligible to serve on the Committee are full-time employees who have been employed by the Division for at least six months. Assistant Directors and above are not eligible to serve.
- 04.06 Nominees will be given the opportunity to withdraw prior to election.
- 04.07 Department employees will elect their own representative by popular vote. If a representative is unable to serve, the person with the next highest amount of votes for his/her position will replace him/her on the Selection Committee.
- 04.08 If a Selection Committee member is nominated for an award, that member must withdraw from consideration for the award.
- 04.09 Members of the Selection Committee are allowed to nominate candidates for the IT-HONORS Awards and are permitted to vote in categories in which they have submitted nominations.

**05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

06.01 Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Date</u>
Chair, IT Community Staff Development Team	All	Annually

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Vice President for  
Information Technology