

**Employee Recognition
Policy and Procedures**

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I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) values the hard work and dedication of its employees. It is important in a healthy College community for employees to feel valued, recognized, and appreciated. The Employee Recognition Policy and Procedures provides a framework for individuals and teams to be recognized for their outstanding work and contributions.

Employees may be recognized for their years of service, leadership, innovation, and professional excellence through:

- Annual Celebration of Excellence at the Spring Convocation
- Informal, supervisor-initiated acknowledgement
- Publicity/promotion of employees through existing College communication channels on and off campus
- Retirement and congratulatory celebrations

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Affinity group”** refers to an employee constituency group based on a category of employment – Administrative Staff Association for administrators, Faculty Association for faculty and adjunct faculty, and Support Personnel Association for non-exempt employees.
- B. **“Senior Leadership Team (SLT)”** refers to the President’s leadership group comprised of the President; the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; the Vice President (VP) for Finance; the VP for Human Resources; the VP for Learning Support; the Chief of Operations; the Chief Information Officer; and the Special Assistant to the President for Institutional Effectiveness.
- C. **“College community”** refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- D. **“Years of Service”** refers to employment at the College as a regular full-time or part-time employee. Years of service begins upon assignment to the regular position. Service in an interim, PTVS, limited term, or adjunct position is not eligible for years of service. Employees who separate from regular full-time or regular part-time employment and return to an eligible position within three years from the date of separation shall receive full credit for prior eligible service.

III. Emeritus and Distinguished Status

Emeritus and Distinguished Status may be awarded to retired or deceased administrators, faculty, or support personnel who served the College for more than 10 years. Benefits of Emeritus/Distinguished Status include:

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- Receiving a medallion as a symbol and recognition of his or her Emeritus or Distinguished Status
- An engraved nameplate on the Emeritus and Distinguished Status Plaque displayed in the Catocin Hall Atrium
- Special seating at commencement, convocations, and special events
- Continued employee listing in the annual Academic catalog with rank of Emeritus or Distinguished Status
- Invitations to participate in institutional functions
- Being afforded the same institutional rates for specific events and FCC classes as current employees
- Use of institutional resources in the Bess and Frank Gladhill Learning Commons

Prior to September 1, the Associate Vice President (AVP) for Human Resources or designated staff member will provide the chairs of the Faculty Association, Administrative Staff Association, and Support Personnel Association with a list of employees who are eligible for Emeritus or Distinguished Status.

Any eligible administrator, faculty, or support staff member who is retired or deceased with ten years of outstanding contribution at Frederick Community College may be nominated. A candidate must be nominated within three years of the date of his or her retirement from FCC or death during service. Exceptions to this timeline may be made by the President when warranted by circumstances.

Affinity chairs will accept nominations from their membership based on the list of eligible recipients. At the conclusion of voting, affinity chairs will send the recommendations to the President by October 1. The President will present the recommendations to the SLT for review and approval.

Final recommendations from SLT will go to the President's Cabinet for information in October, and to the Board of Trustees in November for final approval.

IV. Celebration of Excellence-Spring Convocation

A. The Program Overview

The Celebration of Excellence Spring Convocation for all employees in January or February (based on the approved College calendar), recognizes and celebrates the dedication and achievements of employees. New employees who have joined the College since the Fall Convocation are introduced. Employees are recognized for their years of service in five-year increments, former employees are awarded Emeritus and Distinguished Status, and a number of employees receive excellence or special awards.

A monetary award may be provided for each excellence and special award and for years of service depending on the FCC annual budget and FCC Foundation funds.

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B. Recognition of Service

Regular full-time administrators, regular part-time administrators working 50% or greater, regular full-time support staff, regular part-time support staff working 50% or greater, Children's Center full-time teachers, and full-time faculty will be recognized for eligible cumulative years of service at Frederick Community College in increments of 5, 10, 15, 20, 25, 30 or 35 years (or more). Recognition will occur at Spring Convocation for employees who reach one of these milestones in the preceding calendar year.

C. Excellence Award Categories

1. **Laughlin Distinguished Award (Funded through the FCC Foundation Inc.)**

The Laughlin Awards are funded through a special trust fund, established in the FCC Foundation by Dr. Henry P. and M. Page Laughlin. The fund supports cash awards to be presented annually in the categories of Distinguished Adjunct Faculty, Distinguished Faculty, Distinguished Support Personnel, and the Distinguished Administrator Award. The awards are intended to help FCC recognize excellence among faculty and staff. There is one award for each affinity group, plus one award for adjunct faculty. *Criteria for the award include:*

- a. **Faculty** - A faculty member should exhibit excellence in one or more of the following: significant improvements to student learning in the classroom, sharing of ideas/knowledge with colleagues; service to the College through the Faculty Association, College Senate or other committee work; service to the profession through conference presentations, publications, leadership, etc.; contributions to the development of new or adjunct faculty; service to students outside the classroom as in co-curricular activities and club advising.
- b. **Administrator** - An administrator should exhibit excellence in one or more of the following: demonstrated leadership; distinguished service resulting in positive change (for students, colleagues, department or College-wide); significant service to the College through the Administrative Staff Association, College Senate, or other committee work; significant sharing of ideas/knowledge with colleagues; significant service to the profession through conference presentations, publications, leadership, etc.
- c. **Support Personnel** - A support staff member or part-time variable schedule (PTVS) employee should exhibit excellence in one or more of the following: served in a leadership role at the College; implemented an innovative or cost savings idea; streamlined an office process; demonstrated collaborative efforts; took on a project outside his/her job responsibilities; professional development through educational attainment, training, etc.; significant service to the College through Support Personnel Association, College Senate, or other committee work.

2. **Rewards and Recognition** – Up to four employees for each affinity group may receive a Rewards and Recognition Award. Criteria for the award include:

- a. Outstanding performance on an important project
- b. Performance that goes above and beyond regular job expectations

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- c. Exceptionally consistent and diligent long-term job performance
 - d. Outstanding service to the profession
3. **Special Awards** (supported by the FCC Foundation with funds donated by three FCC presidents) – Includes one award in each of three categories:
- a. **Dr. Patricia Stanley Excellence and Leadership Award** – an award named after Dr. Patricia Stanley who was president of FCC from 1998 to 2005 to recognize an employee for professional excellence and achievement.
 - b. **Dr. Carol Eaton Innovation Award** – an award named after Dr. Carol Eaton who was president of FCC from 2005 to 2011 to recognize an employee who has introduced a new idea, process, service, or program that has resulted in positive change for FCC. This award is nominated by the College community and selected by the current president. Teams of employees may be nominated for the Innovation Award and the award will be shared among recipients.
 - c. **President’s Award** – an award established by President Elizabeth Burmaster in 2016 to recognize a collaborative group of employees who have contributed to the betterment of the College community.

D. Award Selection Procedures and Timeline

1. Recognition of Years of Service

Regular full-time administrators, regular part-time administrators working 50% or greater, regular full-time support staff, regular part-time support staff working 50% or greater, and full-time faculty receive a one-time bonus equivalent to a step increase for their respective grade level in the anniversary month of each 5th year of service (5, 10, 15, 20, etc.). This amount is prorated for the eligible regular part-time employees working 50% or greater. Years of service refers to employment at the College as a regular full-time or part-time employee. Service in a temporary, limited term or adjunct position is not included in years of service.

Children’s Center full-time teachers will receive a one-time bonus of \$1,000 in the anniversary month of each 5th year of service (5, 10, 15, 20, etc.).

This bonus is paid through the normal payroll process in the pay period that the anniversary date occurs.

2. Laughlin Distinguished Awards/Rewards and Recognition

By late October, the Director of Special Projects will initiate the nomination process with affinity chairs, coordinating with Human Resources, the SLT, and the Office of the President.

The affinity group chairs will provide employees in their affinity group with a nomination form for the Laughlin Distinguished, the Rewards and Recognition, and the Innovation Award.

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Each affinity group member has the opportunity to nominate one individual for the Laughlin Distinguished Award, up to four individuals for the Rewards and Recognition Award, and one employee or team of employees for the Innovation Award. The nomination forms will be tallied by the affinity group chair and names of all nominees will be forwarded to the AVP for Human Resources and the SLT to ensure there are no personnel actions or reasons to withhold a name for further consideration. The affinity group chairs will forward nominations outside of their affinity group to the appropriate affinity group chair.

Once nominations are approved, each affinity group chair will initiate online voting for their affinity group which must be concluded by November 30. Affinity group chairs are to share the results with the President, AVP for Human Resources, and the Director of Special Projects by the first Monday in December.

The President and SLT will give final approval to nominees before they are announced to the College community.

3. Special Awards

The President, in consultation with the SLT, will choose recipients for the President's, the Innovation, and Leadership Awards. Selection of the Innovation Award will be based on nominations from the affinity groups. The President will select awardees by January 1.

V. Informal Acknowledgements of Achievement

In addition to ongoing positive feedback to employees by their supervisors, it is important that teams and departments celebrate the achievements of individuals. Throughout the year, supervisors are encouraged to hold informal, special staff/department gatherings to recognize individuals or groups for their outstanding work. The supervisor is encouraged to invite his or her Senior Leader to share in the recognition, and should also notify the Associate Vice President for Human Resources.

Employees who are recognized will receive an FCC Certificate.

VI. Recognition for Completion of Degrees

The College recognizes the completion of Associate, Bachelor's, Master's and Doctorate Degrees by full-time support staff, part-time support staff working 50% or greater, full-time administrators, part-time administrators working 50% or greater, and full-time faculty.

The College will award an additional step increment to the eligible employees who complete degrees described above. This award will occur in the fiscal year subsequent to the year of degree completion. If an eligible staff member is due to be promoted in the same year as the degree completion award is due to occur, all the increments will occur in the same fiscal year. If a faculty member is being promoted through the Faculty Appointment and Promotion (FAP) process in the same year as the degree completion, the

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step increment for the promotion will be based on their current grade level and the step increment for the earned degree will be based on the newly assigned faculty grade level.

VII. Employee Publicity/Promotion

When an employee has received special recognition for his/her professional work, the Special Assistant to the President for Institutional Effectiveness should be notified for consideration of publicizing the achievement to internal and external audiences and stakeholders using the following:

- Communication Central
- President's eNewsletter
- College website
- Local, Regional, and National Media
- Social Media
- Marketing materials
- Channel 23

VIII. Retirement and Congratulatory Celebrations

All administrators, support staff, full-time auxiliary employees, and full-time faculty members will be recognized when they retire from the College. A College-wide retirement celebration will be held annually. A committee will be formed during the spring term that will plan and coordinate the annual College-wide retirement celebration. The Director of Special Projects will chair the planning committee.

Retirees will receive a gift recognizing their years of service.

Additional Celebrations

Farewell or congratulatory celebrations for individuals who transition or resign from the College may also be sponsored by the appropriate team(s). These celebrations will be at the expense of individuals planning or attending and will not use College funds.