

**3356-7-27 Distinguished service awards, full-time ~~exempt~~ excluded professional/administrative staff and full-time classified ~~exempt~~ excluded staff.**

- (A) Policy statement. Youngstown state university (“university”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Parameters.
- (1) Up to four awards may be granted annually to full-time ~~exempt~~ excluded professional/administrative staff whose performance at the university has been identified as outstanding.
  - (2) Full-time ~~exempt~~ excluded professional/administrative staff award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual’s base salary in the following contract year.
  - (3) One award may be granted annually to a full-time ~~exempt~~ excluded classified employee whose performance at the university has been identified as outstanding.
  - (4) A full-time classified ~~exempt~~ excluded award recipient shall receive a cash award of one thousand four hundred dollars.
  - (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.
- (C) Procedures.
- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in January.
  - (2) Staff members, faculty, students, or alumni may make nominations.
  - (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and

recommend award recipients.

- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.

Effective: 10/10/2016

CERTIFIED ELECTRONICALLY

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Certification

09/30/2016

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Date

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