



College of Behavioral & Community Sciences Administrative and Staff Recognition Award Program Guidelines

The Administrative and Staff Recognition Award Program (RAP) is designed to recognize individual Administrative, Staff, and OPS/Temporary employees within the College of Behavioral and Community Sciences for their extraordinary achievement in the workplace. The RAP is designed to acknowledge those significant accomplishments that have advanced university, college, and department/school goals.

Each year, the College will provide a \$750 lump sum bonus for each of two employees who are being recognized for their outstanding performance and contribution to the college. Nominations for the award will be accepted in January of each year and awards will be announced at the Spring College Assembly.

Eligibility:

Administrative, Staff and OPS/Temporary employees must have been employed within the College for a period of at least one year and, at a minimum, have an overall annual performance rating of satisfactory. Because OPS/Temporary staff do not receive annual performance evaluations, the signature of the supervisor will serve as documentation that a satisfactory performance has been achieved. Administrative, Staff, and temporary/OPS employees are eligible regardless of their source of funding. Employees who have received a RAP award in the two preceding years are not eligible.

Criteria:

Employees may be considered for the RAP based on the following criteria:

- The employee performed substantially above and beyond expectation on a specific task or project; or
- The employee made a contribution(s) that had a significant impact on university, college, or department/school objectives; or
- The employee went above and beyond the normal responsibilities required by his/her position; or
- The employee assumed added responsibilities to address a situation in which there was an important unmet need in the organization.

Guidelines & Required Documentation:

The award is targeted for Administrative, Staff, OPS/Temporary employees that have demonstrated extraordinary achievement in the workplace, for which no other bonus has been provided. Employees who have demonstrated extraordinary achievement on a particular task or project, or whose performance as a whole is considered extraordinary, may be nominated. In cases where an employee's special achievement is related to a specific task or project, the total performance of that employee should also be considered.

- Anyone may nominate an eligible employee, but the direct supervisor of the nominee must support and sign the nomination form.
- In addition to the RAP form and letter of nomination, two other letters of support are also required. Input from other faculty and staff in the department/college/university may be included with the RAP form and may serve to enhance the application.

Process:

The nomination process begins by completing the RAP form (see attached). The nominator must also submit a letter of nomination describing the nominee's outstanding accomplishments. The letter should be concise, but include specific information describing contributions above and beyond the normal duties of the nominee. The letter should also describe how their performance or special accomplishments have positively affected their department/school and the college. Examples of activities include: evidence of extraordinary creativity or innovation; demonstrated action which resulted in improved departmental/school/college performance, enhanced operations or increased service to students, faculty, staff, or other customers; contribution to a positive work environment; or exemplary performance in support of the vision and values of the college and university.

The RAP form and supporting letters and any other documentation should then be forwarded to the RAP committee which will review each nomination and make recommendations to the Dean. The Dean will select the final recipients.

RAP Committee:

The RAP Committee is comprised of representatives from each of the BCS departments and schools. Committee members are selected by a process determined by each department/school. The Committee will select its own chair. At least one of the previous year's recipients will also be a member of the committee. Committee members will be appointed on annual basis.

Process Schedule:

January	Call for Nominations
February	Nominations due to the RAP Committee
Spring College Assembly	Announcement of Awards

Disclaimer:

Any awards under this program will not be used in calculating pension or health, benefits. These are one time cash awards not to be added to the base salary of the individual. All award earnings are considered taxable income in the year in which they are paid. Appropriate federal income taxes will be withheld at the rates in effect at the time of payout. Participants are responsible for determining the tax consequences of the award payments and arranging appropriate withholding. The College of Behavioral and Community Sciences at the University of South Florida will not be responsible for payments, interest, penalties, costs, or expenses incurred as a result of an employee's failure to arrange sufficient withholding of deductions from the award program.

At any point in time, the College of Behavioral & Community Sciences reserves the right to change, modify, and/or terminate any aspect of this program. Whenever such modification occurs, it will be the policy to compensate performance under the program that is in effect at the time. This program does not modify the participant's terms of employment.

An employee must be considered active on the award payout date to receive any bonus under this program, except that an exception may be made in the event an employee is terminated as a result of a layoff.



**College of Behavioral & Community Sciences
Professional and Staff Recognition Award Program Nomination Form**

Name of Nominee: _____
Job Title: _____
Department/School: _____
Length of Employment with the Department/School/College: _____

Nominator's Name: _____
Job Title: _____
Department/School: _____
Phone: _____
Email: _____

Nominator's Signature _____

<p>I certify that within the 12 months prior to this nomination, the nominee has had no formal disciplinary actions. I also support this nomination.</p> <p>Nominee's Supervisor's Signature _____</p>
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Please submit this form along with the letter of nomination, the accompanying letters of support and any other documentation to Regina Brown, Assistant Director, Human Resources, MHC 1133.