

CIAS Outstanding Staff Award.

This award will be given to one staff member who has made a significant impression by virtue of his/her professionalism, implementation of RIT policies, positive attitude, and support of department, college, or Institute initiatives. The nominee should demonstrate some or all of the following exceptional characteristics:

- Collegial in Communication and Attitude across Teams and Projects
- Conscientious Performer Meeting and Exceeding Performance Expectations
- Embraces Professional Development
- Focused and Task Oriented but Flexible Enough to Adapt to Changing Circumstances

Guidelines, Nomination and Selection of Award Recipient

Nominations must include specific examples of the actions the nominee has taken to be considered for this award. Successful nominations shall include examples that extend beyond general statements such as, “hard worker”.

The Staff Award Committee (Chairs, Supervisors and Dept. Heads) will meet and review the nominations, along with any materials submitted. The committee will then select one nominee for this award.

Application Process and Deadline

Nominations are accepted during spring semester.

Presentation of Award

The recipient of this award will be recognized at the CIAS Opening Day meeting and there will be a cash award.*

A staff member may not be selected for this award more than once over a three (3) year period of time.

***E. Employee Reward, Recognition and/or Achievement**

Expenditures to reward and recognize employees for achievements including length of service are allowable provided they are reasonable and given infrequently.

Note: gifts given to employees, including raffle prizes, may be taxable and will be added to the employee's W-2 wages.

Occasional small-dollar gifts (given no more than once per year to a single recipient valued at \$50 or less) of cash, gift certificates, and gift cards, and tangible personal property (including clothing with an RIT-logo) intended to reward and recognize employees are allowable. Cash and cash equivalents awarded to employees are taxable to the recipient, regardless of the dollar amount. Refer to the RIT Gifts Given Form on the Controller's web site for more information.