Questions and Answers:

Q: How has the FMD Employee Recognition Program changed?
A: The program has been expanded to include six new categories to allow more staff members to be recognized – multiple awardees vs. one per month.

Q: Why are there six different award categories?
A: Each award has unique eligibility criteria to ensure that every employee has an increased opportunity to be considered for an award.

Q: How do I nominate an employee or co-worker?
A: The nominator must complete the Employee Recognition Nomination Form which can be found and submitted electronically on the FMD Website at medfacilities.wustl.edu or by obtaining a paper copy from their supervisor and mailing the form to Campus Box 8010. If the nomination is a result of a customer accolade, please attach customer’s memo or email to the nomination form and no further explanation will be needed.

Q: Who can be nominated for an award?
A: All exempt and non-exempt regular employees are eligible to participate in this employee recognition program, except FMD leadership Director level and above. For more details, see Employee Recognition Guidelines.

Q: Who selects the winners?
A: The FMD Senior Leadership Team will meet monthly and review all nominations to determine qualification for awards.

Q: Will there be an annual recognition event?
A: The Employee of the Year event will be combined with our Holiday Party to create the Annual Employee Recognition and Holiday Event.

PRIDE Core Values - PRIDE

We will act with Professionalism at all times by being approachable, supportive and accountable. We will take responsibility for the quality and completion of our work, act with responsibility and work to solve problems.

We will show Respect for ourselves and for others by acting with self-respect, accepting personal responsibility for our actions, showing compassion and empathy for others and respecting each experience for what it is; we will not judge and will not promote gossip.

We will act with Integrity by being honest, trustworthy and doing the right thing.

We will serve WUSM and the surrounding community with Dedication acting as stewards of the environment, ensuring that all physical assets are turned over to the next generation with an increased value.

Our work will be done with the goal of Excellence – we will develop a unified facilities and safety services organization working to become a benchmark that all others will want to model, ensuring the customer is always at the forefront of our mind.

For additional information or comments: Jacquelyn Stearns Campus Box 8010 314-362-2534 stearnsj@wusm.wustl.edu

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The Facilities Management Department (FMD) recognition program acknowledges staff members (individual and team) who have shown meritorious service, dedication and contributions to FMD and to the School of Medicine beyond the requirements and expectations of the job and who have gone above and beyond their duties by exhibiting the department’s PRIDE core values.

**University Recognition Programs:**
- Dean's Distinguished Service Award
- Length of Service Award
- Central Administration Employee Appreciation Picnic
- Central Administration Holiday Celebration
- Chancellor's 25 Year Service Award
- Attendance Incentive (earned personal days for no sick time taken)

For information on WUSM benefits including vacation, tuition assistance and remission, etc., please refer to the Employee Handbook found at medschoolhr.wustl.edu.

**FMD Recognition Awards:**

**Team Award**
To recognize a group of people with a full set of complementary skills used to complete a task, job or project.

**Community Service Award**
To recognize and honor persons who are making significant contributions to their community through their time, actions, talents and dedication within or outside of WUSM.

**Innovation Award**
To recognize and honor persons who develop a new idea or practice which improves department processes, services, technologies, etc. resulting in increased productivity, better customer service, etc.

**PRIDE Core Values Award**
For consistently demonstrating FMD’s core values of (PRIDE) Professionalism, Respect, Integrity, Dedication and Excellence.

**Excellence in Leadership Award**
For consistently serving as a role model who inspires others to be innovative and to achieve common goals while building and improving the knowledge and capabilities of the workforce. This award requires perfect attendance within the fiscal year quarter of the nomination.

**Kudos Award**
For positive feedback, praise received and acknowledgement of customer service.

**How Do I Nominate an Employee?**
The nominator must complete the Employee Recognition Nomination Form which can be found and submitted electronically on the FMD Website at medfacilities.wustl.edu or by obtaining a paper copy from their supervisor and mailing the form to Campus Box 8010.

**FMD Annual Employee Recognition and Holiday Event:**
This annual event for all employees is held in early December to recognize all previously awarded employees and to celebrate the accomplishments of all FMD employees.

**Our Core Values - Professionalism-Respect-Integrity-Dedication-Excellence**