

Employee Recognition Program *Questions and Answers*

Q: How has the FMD Employee Recognition Program changed?

A: The program has been expanded to include seven new categories to allow more staff members to be recognized – multiple awardees vs one per month.

Q: Why are there seven 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. What are the seven categories?

A: Be the Change Award- To recognize someone whose actions create positive strategic changes, and serves as a model by offering inspiration and support to others.
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.
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 value(s) 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.

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 facilities.med.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 FMD regular employees are eligible to participate in this employee recognition program, except FMD leadership Director level and above. Employees from the Department of Comparative Medicine are also eligible. For more details, see Employee Recognition Guidelines.

Q: Who selects the winners?

A: The Senior Leadership Team will review and confirm eligibility for the award and determine the amount of the cash award to be received (\$25, \$50, \$75, or \$100). The Cash award will be added to the awardees paycheck and will be grossed up to cover the tax amount.

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.