

Questions and Answers:

Q: Why are there seven different award categories?

A: Each award has unique eligibility criteria to ensure 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 OFMD website at facilities.med.wustl.edu. 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: Eligible employees include all exempt and non-exempt regular employees. Ineligible employees include those on leave without pay or those with disciplinary actions within the last twelve months. Employees from the Division of Comparative Medicine and OFMD leadership (director level and above) are eligible; however, in both cases, the award recipient cannot receive the cash award but will be recognized. See the guidelines on the OFMD website for more information.

Q: Will there be an annual recognition event?

A: Yes, there is an Annual Employee Recognition and Holiday Event every year.

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, please contact:
Paul Banda, OFMD Program Manager
Campus Box 8010-0010-01
bandap@wustl.edu

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Operations & Facilities Management Department



Employee Recognition Program

 Washington
University in St. Louis
SCHOOL OF MEDICINE

Operations & Facilities
Management

**Pride in Service
Do the Right Thing!**

The Operations & Facilities Management Department (OFMD) recognition program acknowledges staff members (individual and team) who have shown meritorious service, dedication and contributions to OFMD 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.

How Do I Nominate an Employee?

The nominator must complete the Employee Recognition Nomination Form, which can be found and submitted electronically on the OFMD website at facilities.med.wustl.edu or by obtaining a paper copy from their supervisor and bringing the form to Olin Residence Hall, room 100.

OFMD 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 OFMD employees.

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

For information on WUSM benefits, please refer to the Employee Handbook found at <https://hr.wustl.edu/wusm/>.

OFMD 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 or technologies, resulting in increased productivity or better customer service.

PRIDE Core Values Award

For consistently demonstrating OFMD's core values of (PRIDE) Professionalism, Respect, Integrity, Dedication and Excellence.

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.

Emerging Leader Award

For (1) promoting excellence, (2) holding to the highest standards of personal integrity, character and ethical behavior, (3) showing exemplary innovative and inspirational leadership qualities, (4) exhibiting OFMD PRIDE Core Values and (5) already making a significant contribution to WUSM.

Kudos Award

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

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