

SECTION XII
INCENTIVE PROGRAM

1. POLICY

It is the policy of COM-FSM to recognize staff and faculty for their outstanding performance and achievements.

2. PURPOSE

This policy provides guidelines to promote and recognize outstanding performance and contributions of the employees of the College.

3. APPLICATION

This policy applies to all employees on an employment contract.

4. RESPONSIBILITIES

The President has the overall authority for implementing this policy. The Staff Development Committee is responsible for the annual implementation of the policy.

5. AWARDS

The following are some of the recognition/appreciation awards currently in place.

- a. Innovative Idea Award: To encourage and reward staff members for outstanding ideas that have been implemented and have resulted in cost savings or improved performance in any area. Open nominations. Deadline for submission of nominations is May 1. Maximum of two (2) awards per year. Monetary award - \$100 per person plus certificate. This award will only be granted in years when there is sufficient merit, at the discretion of the Staff Development Committee.
- b. Service Awards For 5, 10, 15, 20, 25, 30 Years: To recognize continuous years of service to the College. Available to all employees. No application form necessary. The President's Office provides the Staff Development Committee a list of starting dates. Awards given in May. Recipients will be presented a certificate.
- c. Award of Recognition: To recognize an employee who goes above and beyond the call of duty for the good of the College. Open nominations. Deadline for submission of nominations is May 1. One award per year. Recipient will be presented a certificate and monetary award of \$250.00. Recipients are not eligible for this award on consecutive years. This award will only be granted in years when there is sufficient merit, at the discretion of the Staff Development Committee.

- d. Teacher of the Year Award: Given to one full-time faculty member per year for outstanding teaching. Self and open nominations from staff, department heads, and students are accepted. Deadline for submission is May 1. The Vice President of Instructional Affairs and a committee of at least two other people, selected by the Staff Development Committee will make the selection. Recipient will be presented with a certificate and monetary award of \$250.00. Recipients are not eligible for this award on consecutive years.
- e. Professional Recognition: Professional recognition in the form of a news release (President's Update) and a public recognition at the awards ceremony to be given to individuals attaining degrees, writing books, articles or publications, being appointed to leadership positions in professional associations or being promoted in the local campus. Available to all personnel. Forms will be made available through the Staff Development Committee.
- f. Employee Retirement: All retiring employees, with a minimum of twenty (20) years of service, will be recognized with an all-college luncheon or dinner, given an introduction by the supervisor or the COM-FSM President, and presented with a certificate and a gold watch. Those retiring with less than twenty years will be presented with a certificate. Awards issued by the Office of the President.
- g. Roson Mwahu Award: To recognize non-faculty staff who have not taken a single sick day in a calendar year. Recipient will be given a certificate and a coupon for an extra vacation day. Awards are to be given every year in May. Lists are to be provided to the Staff Development Committee Chairperson by the Business Officer.
- h. Student's Choice Award: Award presented to staff or faculty who support, assist, encourage, advise, and serve as a role model for the students. Nominations to be made by the students. Deadline for submission of nominations is May 1. Secret all-student vote will be made after nominees are listed. One award per year. Recipient will be presented a certificate and a monetary award of \$50.00.
- i. Community Service Award: Award presented to an individual who has promoted the College in the community, or has performed outstanding community service. Open nominations. Deadline for submission of nominations is May 1. One (1) award per year. Recipient will be presented with a certificate and a gift. This award will only be granted in years when there is sufficient merit, at the discretion of the Staff Development Committee.
- j. Staff of the Year Award: Given to one non-teaching staff member per year who shows the following qualities or criteria for selection: outstanding work performance; active participation on committees and teams; contribution of time and effort to extracurricular activities, special projects etc; demonstrated dedication to the College; and recognized for outstanding service to students and others. Nominee must be a full time regular employee who has completed at least one-year of service to the College. Self and open nominations from staff, faculty,

or department heads are accepted. Deadline for submission is May 1. Nominees will be reviewed and screened by the Staff Development Committee for eligibility. A committee comprised of the Vice President for Support and Student Affairs, the Student Body Association President and a member of the Staff Development Committee will make the selection, or for State Campuses by a committee chosen by the State Campus Director. Recipient will be presented with a certificate and monetary award of \$250.00.

