



ALAMO COLLEGES DISTRICT

San Antonio College

Employee of the Month

PURPOSE

The purpose of the Staff Senate Staff Member of the Month award is to recognize staff members who have served San Antonio College in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

CRITERIA

The nominee must be:

- A full-time or part-time staff member
- Employed a minimum of 1 year at SAC
- In good disciplinary standing
(No active violations)

The following employee should display one or more of the following qualities:

Attitude and Commitment

- Dedicated to fulfilling job responsibilities
- Demonstrates excellent service

Interpersonal Skills

- Displays a cooperative attitude
- Carries a collaborative spirit

Work Performance

- High overall quality of performance
- Controls high stress situations tactfully

Personal Traits

- Professional demeanor
- Demonstrates SAC pride

NOMINATION

- Nominations may be submitted by staff, faculty, or administration. Nominees can only be full-time or part-time staff members.
- Nominations will be active for six months, and those nominated—but not selected—will be reconsidered while active.
- Current serving Staff Senators are not eligible to be nominated.

REVIEW/SELECTION

- The EOM committee meets no later than the third of each month to review nominations. Each committee has 3 – 4 committee members.
- All nominee identifying information is removed prior to being reviewed by the EOM committee.
- Once the selection has been made, the awardee and their supervisor will be notified.

AWARD

Each Staff Member of the month will be recognized with the following:

- College Recognition
- Celebratory
- EOM Plaque
- Reserved Parking Space (1 month)

Award Activities may temporarily be suspended due to COVID