

**Employee Recognition
Policy and Procedures**

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Employee Recognition Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) values the hard work and dedication of its employees. It is important in a healthy College community for employees to feel valued, recognized, and appreciated. The Employee Recognition Policy and Procedures provides a framework for individuals and teams to be recognized for their outstanding work and contributions.

While informal recognition is encouraged at the team level, the College formally recognizes employees for their years of service, leadership, innovation, and professional excellence.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Affinity group”** refers to an employee’s constituency group based on their category of employment. The College has three affinity groups: the Administrative Staff Association (ASA), the Faculty Association (FA), and the Support Staff Association (SSA).
- B. **“Senior Leadership Team (SLT)”** refers to the President’s leadership group comprised of the President; the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; the Vice President (VP) for Finance; the VP for Human Resources; the VP for Learning Support; the Chief of Operations; the Chief Information Officer; and the Special Assistant to the President for Institutional Effectiveness.
- C. **“College community”** refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- D. **“Years of Service”** refers to employment at the College as a regular full-time or regular part-time employee working 50% or greater. Years of service begins upon assignment to a regular position at the College. Service in interim, part-time variable schedule (PTVS), limited term, adjunct, clinical field experience, or fee-based positions are not eligible for years of service. Employees who separate from regular full-time or regular part-time employment and return to an eligible position within three years from the date of separation shall receive full credit for prior eligible service.

III. Responsible Senior Leader and Responsible Office

Vice President for Human Resources

Special Projects

IV. Entities Affected by this Policy and Procedures

College community

Retired or deceased employees

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V. Procedures

A. Emeritus and Distinguished Status

Emeritus and Distinguished Status may be awarded to retired or deceased administrators, faculty, or support staff who served the College for 10 years or more. Benefits of Emeritus/Distinguished Status include:

- Receiving a medallion as a symbol and recognition of their Emeritus or Distinguished Status
- An engraved nameplate on the Emeritus and Distinguished Status Plaque displayed in the Catoctin Hall Atrium
- Special seating at commencement, convocations, and special events
- Continued employee listing in the annual Academic catalog with rank of Emeritus or Distinguished Status
- Invitations to participate in institutional functions
- Being afforded the same institutional rates for specific events and FCC classes as current employees
- Use of institutional resources in the Bess and Frank Gladhill Learning Commons

Prior to September 1, the Vice President (VP) for Human Resources or designated staff member will provide the chairs of the Faculty Association, Administrative Staff Association, and Support Staff Association with a list of employees who are eligible for Emeritus or Distinguished Status.

Any eligible administrator, faculty, or support staff member who is retired or deceased with 10 or more years of outstanding contribution at Frederick Community College may be nominated. A candidate must be nominated within three years of the date of retirement from FCC or the date of death during service. Exceptions to this timeline may be made by the President when warranted by circumstances.

To be considered for Emeritus or Distinguished Status, candidates should demonstrate excellence in their profession that contributed to the betterment of FCC students, employees, and the community. This includes scholarly or professional contributions that improved the strength, growth, and integrity of the College; substantial impact on departmental initiatives; or noteworthy involvement in College activities.

Affinity chairs will coordinate the nomination and voting process for their members, based on the list of eligible candidates. Each candidate must receive four separate nominations including one from his or her department. Employees may only nominate and vote for candidates within their affinity group. The Director of Special Projects will provide affinity groups an online nomination and voting form. Affinity groups may move more than one nominee forward for consideration.

At the conclusion of voting, affinity chairs will send the recommendations to the President by October 1. The President will present the recommendations to the SLT

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for review and approval. The affinity chairs will present the names of the approved candidates to Cabinet for information in October, and to the Board of Trustees for final approval in November.

B. Spring Convocation Celebration of Excellence

The Spring Convocation Celebration of Excellence recognizes and celebrates the dedication and achievements of employees. The event is held each January or February based on the approved College calendar. New employees who have joined the College since the Fall Convocation are introduced. Eligible employees are recognized for their years of service in five-year increments, former employees are awarded Emeritus and Distinguished Status, and a number of employees receive excellence or special awards.

A monetary award may be provided for each award and for years of service depending on the FCC annual budget and FCC Foundation funds.

1. Recognition of Years of Service

Regular full-time administrators, regular part-time administrators working 50% or greater, regular full-time support staff, regular part-time support staff working 50% or greater, full-time auxiliary employees, and full-time faculty will be recognized for eligible cumulative years of service at Frederick Community College in increments of 5, 10, 15, 20, 25, 30 or 35 years (or more). Recognition will occur at Spring Convocation for employees who reach one of these milestones in the preceding calendar year. Human Resources determines eligible employees. The cutoff date for recognition at Spring Convocation is December 31. Employees who reach their milestone after the cutoff date will be honored the following Spring Convocation.

Eligible employees also receive a one-time bonus equivalent to a step increase for their respective grade level in the anniversary month of each 5th year of service (5, 10, 15, 20, etc.). This amount is prorated for the eligible regular part-time employees working 50% or greater.

Full-time auxiliary employees will receive a one-time bonus of \$1,000 in the anniversary month of each 5th year of service (5, 10, 15, 20, etc.). This bonus is paid through the normal payroll process in the pay period that the anniversary date occurs.

2. Laughlin Distinguished Award

The Laughlin Awards are funded through a special trust fund, established in the FCC Foundation by Dr. Henry P. and M. Page Laughlin. The fund supports cash awards in the categories of Distinguished Adjunct Faculty, Distinguished Faculty, Distinguished Support Staff, and the Distinguished Administrator Award. The awards are intended to help FCC recognize excellence among faculty and staff. There is one award for each affinity group, plus one award for adjunct faculty.

a. Award Criteria

i. Distinguished Faculty and Distinguished Adjunct Faculty

A full-time faculty member and an adjunct faculty member are honored

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in this category. The faculty members should exhibit excellence in one or more of the following: significant improvements to student learning in the classroom, sharing of ideas/knowledge with colleagues; service to the College through the Faculty Association, College Senate or other committee work; service to the profession through conference presentations, publications, leadership, etc.; contributions to the development of new or adjunct faculty; service to students outside the classroom as in co-curricular activities and club advising.

ii. **Distinguished Administrator**

An administrator should exhibit excellence in one or more of the following: demonstrated leadership; distinguished service resulting in positive change (for students, colleagues, department or College-wide); significant service to the College through the Administrative Staff Association, College Senate, or other committee work; significant sharing of ideas/knowledge with colleagues; significant service to the profession through conference presentations, publications, leadership, etc.

iii. **Distinguished Support Staff**

A support staff member should exhibit excellence in one or more of the following: served in a leadership role at the College; implemented an innovative or cost savings idea; streamlined an office process; demonstrated collaborative efforts; took on a project outside their job responsibilities; professional development through educational attainment, training, etc.; significant service to the College through Support Staff Association, College Senate, or other committee work.

b. Selection and Timeline

- i. By late October, the Director of Special Projects will initiate the nomination process with affinity chairs, coordinating with Human Resources, the SLT, and the Office of the President.
- ii. The affinity group chairs will provide employees in their affinity group with an online nomination form, created by the Director of Special Projects.
- iii. Every affinity group member has the opportunity to nominate one individual from any affinity group for the Laughlin Distinguished Award. The online nomination forms will be collected by the Director of Special Projects and names of all nominees will be forwarded to the VP for Human Resources, who will present the nominations to the SLT. This will ensure there are no personnel actions or reasons to withhold a name from further consideration.
- iv. Once nominations are approved, the Director of Special Projects will initiate online voting that must conclude by November 30. The Director of Special Projects will share the results with the President, VP for Human Resources, and the affinity group chairs by the first Monday in

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December. Employees may only vote for their affinity group. Employees who receive the annual Laughlin Award are not eligible for a Rewards & Recognition Award.

- v. The President and the SLT will give final approval to nominees before they are announced to the College community by the affinity group chairs.

3. Rewards and Recognition

The awards are intended to honor up to four employees in each affinity group who have been recognized by their peers.

- a. Award Criteria
 - i. Outstanding performance on an important project
 - ii. Performance that goes above and beyond regular job expectations
 - iii. Exceptionally consistent and diligent long-term job performance
 - iv. Outstanding service to the profession
- b. Selection and Timeline
 - i. By late October, the Director of Special Projects will initiate the nomination process with affinity chairs, coordinating with Human Resources, the SLT, and the Office of the President.
 - ii. The affinity group chairs will provide employees in their affinity group with an online nomination form, created by the Director of Special Projects.
 - iii. Every affinity group member has the opportunity to nominate up to four individuals from any affinity group for the Rewards and Recognition Award. The online nomination forms will be collected by the Director of Special Projects and names of all nominees will be forwarded to the VP for Human Resources, who will present the nominations to the SLT. This will ensure there are no personnel actions or reasons to withhold a name from further consideration.
 - iv. Once nominations are approved, the Director of Special Projects will initiate online voting that must conclude by November 30. The Director of Special Projects will share the results with the President, VP for Human Resources, and the affinity group chairs by the first Monday in December. Employees may only vote for their affinity group.
 - v. The President and the SLT will give final approval to nominees before they are announced to the College community by the affinity group chairs. Employees who receive the annual Laughlin Award are not eligible for a Rewards & Recognition Award.

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4. Dr. Patricia Stanley Excellence and Leadership Award

Established by Dr. Patricia Stanley, FCC president from 1998-2005.

a. Award Criteria

Recognizes an employee or team of employees and one student for professional excellence and achievement.

b. Selection and Timeline

The President, in consultation with the SLT, will choose recipients for the Dr. Patricia Stanley Excellence and Leadership Award by January 1.

5. Dr. Carol Eaton Innovation Award

Established by Dr. Carol Eaton, FCC president from 2005- 2011.

a. Award Criteria

Recognizes an individual or a collaborative group of employees who introduced a new idea, process, service, or program that has resulted in positive change for FCC.

b. Selection and Timeline

i. By late October, the Director of Special Projects will initiate the nomination process with affinity chairs, coordinating with Human Resources, the SLT, and the Office of the President.

ii. The Director of Special Projects will provide employees with an online nomination form.

iii. Every affinity group member has the opportunity to nominate one employee or team of employees from any affinity group for the Innovation Award. The online nomination forms will be collected by the Director of Special Projects and names of all nominees will be forwarded by the first Monday in December to the VP for Human Resources, who will present the nominations to the SLT. This will ensure there are no personnel actions or reasons to withhold a name from further consideration.

iv. The President, in consultation with the SLT, will take into account the nominations from the affinity groups and choose the recipient(s) for the Innovation Award by January 1.

6. President's Award

Established by President Elizabeth Burmaster in 2016.

a. Award Criteria

Recognizes an individual or a collaborative group of employees who have contributed to the betterment of the College community.

b. Selection and Timeline

The President, in consultation with the SLT, will choose the recipient(s) for the President's Award by January 1.

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7. President's Diversity Advisory Council Award

Established by President Elizabeth Burmaster in 2018.

a. Award Criteria

Recognizes individuals within the College community who distinguished themselves by strengthening the diversity, equity, and inclusion goals and values of FCC.

b. Selection and Timeline

The Executive Director of Diversity, Equity, and Inclusion will coordinate the nomination and selection process for the President's Diversity Advisory Council Award. One student and one employee receive an award.

8. Team Award

a. Award Criteria

Recognizes an individual or group within each area (AACEWD, Finance, Human Resources, Institutional Effectiveness, IT, Learning Support, Operations, and President's Office) who distinguished themselves by advancing the cause of the team and College through creative and superb initiative.

b. Selection and Timeline

Each Senior Leader will select the honoree through observation throughout the year, and/or feedback from supervisors, employees, or community members. The Senior Leader, in consultation with the SLT, will choose the recipient(s) by January 1.

VI. Informal Acknowledgements of Achievement

In addition to ongoing positive feedback to employees by their supervisors, it is important that teams and departments celebrate the achievements of individuals. Throughout the year, supervisors are encouraged to hold informal, special staff/department gatherings to recognize individuals or groups for their outstanding work. The supervisor is encouraged to invite their Senior Leader to share in the recognition, and should also notify the VP for Human Resources.

Employees who are recognized will have an opportunity to receive an FCC Certificate of Achievement

VII. Recognition for Completion of Degrees

The College recognizes the completion of Associate, Bachelor's, Master's and Doctorate Degrees by full-time support staff, part-time support staff working 50% or greater, full-time administrators, part-time administrators working 50% or greater, and full-time faculty.

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The College will award an additional step increment to the eligible employees who complete degrees described above. This award will occur in the fiscal year subsequent to the year of degree completion. Employees must notify Human Resources that they have completed or will be completing a degree by May 1 and official transcripts must be received by June 30.

If an eligible staff member is due to be promoted in the same year as the degree completion award is due to occur, all the increments will occur in the same fiscal year.

If a faculty member is being promoted through the Faculty Appointment and Promotion (FAP) process in the same year as the degree completion, the step increment for the promotion will be based on their current grade level and the step increment for the earned degree will be based on the newly assigned faculty grade level.

VIII. Employee Publicity/Promotion

Employees or their supervisor should contact the Communications Coordinator if they receive noteworthy recognition for their work. The Coordinator may promote the achievement through several avenues, including:

- Communication Central
- President's eNewsletter
- College website
- Local, Regional, and National Media
- Social Media
- Marketing materials
- Channel 23

IX. Retirement and Congratulatory Celebrations

All administrators, support staff, full-time auxiliary employees, and full-time faculty members will be recognized when they retire from the College. This will take place at the annual College-wide End of Year Celebration. The Director of Special Projects will oversee the event in conjunction with Human Resources and other departments.

Retirees will receive a gift to recognize their service to the College community.

Additional Celebrations

Farewell or congratulatory celebrations for individuals who transition or resign from the College may also be sponsored by the appropriate team(s). These celebrations will be at the expense of individuals planning or attending and will not use College funds.

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X. Related Policies and Procedures

[Employee Misconduct](#)

[Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment](#)