

Special Thanks And Recognition of Service (STARS) Policy

Rewards and Recognition Program "Achieving Excellence"



Special Thanks and Recognition for Service (STARS) Program 2018 "Achieving Excellence"

PROGRAM OBJECTIVE

The New Jersey City University ("NJCU") Special Thanks and Recognition of Service (STARS) program is designed to recognize and distinguish employees who have demonstrated continued dedication and commitment to the University through length of service and outstanding performance. The program combines the two recognition programs already in place; the annual Service Awards Program and the Employee of the Month Program, and provides additional recognition awards based on excellence in job performance.

Individuals and/or teams to be considered are those that have made significant contributions during the current year to advance the University's strategic goals (https://www.njcu.edu/about/strategic-plan-0):

- Enhancing academic rigor and excellence
- Achieving academic, personal, and social success for all our students
- Securing vital resources to enhance our capacity for excellence
- Establishing NJCU as a leading partner in the growth of Jersey City and beyond

The STARS Program also recognizes employees who consistently advance the NJCU mission "to provide a diverse population with an excellent university education. The University is committed to the improvement of the educational, intellectual, cultural, socio-economic, and physical environment of the surrounding urban region and beyond." (https://www.njcu.edu/about/mission-statement)

PROGRAM DESIGN

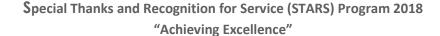
The program is coordinated by the Human Resources Office along with a team of employees from the University community. Each year during the fall semester the committee will notify the university community of the program guidelines and submission of nomination deadlines.

STARS CELEBRATIONS

Recognition Program - During this celebration employees will be recognized for their milestone
lengths of service to the university, retirees will be celebrated for their contributions to the
University through dedicated years of services, and the Employee of the Month recipients for
the past year will be recognized. The award recipients for Excellence in Service, the NJCU
Community Service Award and the Fitness Challenge winners will also be announced at the
annual celebration held in December.

ELIGIBILITY: All full-time and part-time permanent staff employees are eligible. Employees who have won in the previous year are not eligible for nominations. Employees must have a current successful performance review, which will be confirmed by the human resources office.

MONETARY REWARD CRITERIA: Recognition will be in the form of a one-time cash reward payment. Individual awardees will receive a monetary gift of \$500. A monetary award may also be made to a team or group of two or more employees. The maximum team award is \$1,000 and the award will be divided, among the members of the team or group.





AWARD CATEGORIES

Presidential Award - TOP KNIGHT

TOP KNIGHT is an award given to the individual who serves as a model to the community, has an attitude of excellence and professionalism while carrying out duties. He/she personifies the mission of the university in all their actions. This employee regularly shows, independent thinking, good judgment, continuous self-development and a desire to grow and work beyond the limits of their job description.

Hidden Hero:

This award recognizes the employee who has demonstrated outstanding achievement in giving tireless service to the community behind the scenes. His/her high caliber of work productivity and leadership attitude develops others to perform with greater diligence and makes everyone around them shine.

Rising Star

This award honors the person who demonstrates excellence in his/her overall work performance during their first year at NJCU. He/she successfully and diligently works to encompass the mission of the university and has a notable achievement within their first year.

Making It Happen Award

This award is given to a group who enhances the image of the university through the component of teamwork via a department, committee or other work unit. The goal achieved exhibited initiative and creativity; was newsworthy and received public notice internally and externally.

NOMINATION PROCESS

Nominations are to be submitted by November 2, 2018. All nominations are submitted electronically through the human resources website.

The committee selected for the STARS Program will be responsible for reviewing all nominations and selecting award recipients, using the attached rubric which encompasses the NJCU mission and strategic plan goals. Members of the committee may not submit nominations or be considered for individual awards.

Please also note self-nominations will not be considered.



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NOMINATION FORM TEMPLATE

Example

Individual/Team/Committee or Unit: Jane Smith						
Department : Provost Office						
Award Nominated: Rising Star						
Criteria: Awarded to the person who shined during notable achievement within this year that affected						
Using the criteria above please describe the qualit award indicate. Please use specific examples of h award. (250 words or less)	ties that make the nominee a good candidate for the ow the nominee(s) represents the essence of this					
Nominator Namo						
Nominator Name Department						



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New Jersey City University S.T.A.R.S Rubric

Nominee	Award Nominated:

	Exemplary 3	Satisfactory 2	Not Mentioned 1	SCORE
1. Demonstrates excellence in overall work performance.				
Extremely knowledgeable				
Works with a spirit of excellence				
High Degree of Professionalism				
Multi-tasker				
Motivated, driven, and works tirelessly				
2. Promotes positive morale through a congenial, supportive				
attitude and by providing service to others.				
 Exhibits NJCU's core values 				
Positive and collegial nature				
Remains calm in crisis				
 Provides services outside scope of job 				
Team-player				
3. Puts forth an effort to improve self as well as to develop				
and recognize others.				
Mentors others				
Includes new employees and shares personal knowledge				
Improves individual skills and knowledge				
4. Exhibits initiative and creativity resulting in improved				
operating efficiency of the Department and/or University.				
Develops new methods that increases productivity				
Reorganizes to increase effectiveness				
Identifies and addresses problems				
Introduces new ways to generate and save money for				
the University				
Provides outstanding student service				
5. Enhances the image of the Department and/or University.				
Serves on University committees				
Works with groups outside division/department				
Brings positive attention to the division/department				
6. Exemplifies/demonstrates the mission of NJCU				
Committed to providing an excellent university				
education				
Promotes diversity				
Taps rich resources and culture of the community				
Solves urban problems				
·				Total

 ${\it Rubric\ adapted\ from\ Southern\ Illinois\ University,\ Edwardsville\ and\ Valencia\ College}$