

Special Thanks And Recognition of Service (STARS) Policy

Rewards and Recognition Program
“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 three recognition programs already in place; the annual Service Awards Program, 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

- Employee Recognition Day – A day to celebrate and appreciate all employees of the university with coffee and donuts.
- 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. Nominees for this award must have been employed at NJCU for no more than one year at the time of the awards ceremony.

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.

NJCU Community Service Award

The purpose of the NJCU Community Service Award is to acknowledge alumni, faculty, staff and other members of the college community whom perform good deeds on or off campus. The project or program should provide a community service to NJCU and/or Jersey City and include engagement of NJCU student's, providing a meaningful learning experience. The award will be of monetary value, with the intention of fund expansion for an existing project or program. The monetary value of this award will be determined by the committee with a minimum award of \$500. Alumni, faculty, staff and other members of the college community can apply for this award. The winner/s will be selected by the STARS committee.

NOMINATION PROCESS

Nominations are to be submitted by October 30, 2019. 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 except for the Making It Happen and NJCU Community Service Awards.

NOMINATION FORMS WILL BE AVAILABLE VIA QUALTRICS HYPERLINK

See example nomination and rubric forms below:



STARS Hidden Hero Award

This award recognizes the employee who demonstrates outstanding achievement behind the scenes, giving tireless service to the community. Their high caliber of work and leadership inspires others and makes everyone around them shine.

Please note: self-nominations for this award will not be considered.

Your name:

Your department:

Name of nominee:

Department in which nominee works:





Using the criteria below, describe the qualities that make the nominee a good candidate for this award. Please use specific examples.

1. How did the nominee demonstrate excellence in overall work performance?

2. How did the nominee promote positive morale through a congenial, supportive attitude and service to others?

3. How did the nominee put forth an effort to improve themselves as well as to develop and recognize others?

4. How did the nominee exhibit initiative and creativity, resulting in improved operating efficiency of the department and/or university?

5. How did the nominee enhance the image of the department and/or university, including serving on university committees or working with groups outside the university?

6. How did the nominee exemplify the mission of NJCU in providing an excellent university education, promoting diversity, or solving urban problems?



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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Serves on University committees Works with groups outside division/department Brings positive attention to the division/department 				
6. Exemplifies/demonstrates the mission of NJCU <ul style="list-style-type: none"> Committed to providing an excellent university education Promotes diversity Taps rich resources and culture of the community Solves urban problems 				
				Total

Rubric adapted from Southern Illinois University, Edwardsville and Valencia College