

# **Special Thanks And Recognition of Service (STARS) Policy**

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Rewards and Recognition Program  
“Achieving Excellence”

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## 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.*

NOMINATION FORM TEMPLATE

Example

<b>Individual/Team/Committee or Unit:</b> Jane Smith	
<b>Department:</b> Provost Office	
<b>Award Nominated:</b> Rising Star	
<b>Criteria:</b> Awarded to the person who shined during their first year at NJCU, they have achieved a notable achievement within this year that affected their department or the university.	
Using the criteria above please describe the qualities that make the nominee a good candidate for the award indicate. Please use specific examples of how the nominee(s) represents the essence of this award. (250 words or less)	

Nominator Name \_\_\_\_\_

Department \_\_\_\_\_



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

Nominee \_\_\_\_\_ Award Nominated: \_\_\_\_\_

	<b>Exemplary 3</b>	<b>Satisfactory 2</b>	<b>Not Mentioned 1</b>	<b>SCORE</b>
<b>1. Demonstrates excellence in overall work performance.</b> <ul style="list-style-type: none"> <li>• Extremely knowledgeable</li> <li>• Works with a spirit of excellence</li> <li>• High Degree of Professionalism</li> <li>• Multi-tasker</li> <li>• Motivated, driven, and works tirelessly</li> </ul>				
<b>2. Promotes positive morale through a congenial, supportive attitude and by providing service to others.</b> <ul style="list-style-type: none"> <li>• Exhibits NJCU’s core values</li> <li>• Positive and collegial nature</li> <li>• Remains calm in crisis</li> <li>• Provides services outside scope of job</li> <li>• Team-player</li> </ul>				
<b>3. Puts forth an effort to improve self as well as to develop and recognize others.</b> <ul style="list-style-type: none"> <li>• Mentors others</li> <li>• Includes new employees and shares personal knowledge</li> <li>• Improves individual skills and knowledge</li> </ul>				
<b>4. Exhibits initiative and creativity resulting in improved operating efficiency of the Department and/or University.</b> <ul style="list-style-type: none"> <li>• Develops new methods that increases productivity</li> <li>• Reorganizes to increase effectiveness</li> <li>• Identifies and addresses problems</li> <li>• Introduces new ways to generate and save money for the University</li> <li>• Provides outstanding student service</li> </ul>				
<b>5. Enhances the image of the Department and/or University.</b> <ul style="list-style-type: none"> <li>• Serves on University committees</li> <li>• Works with groups outside division/department</li> <li>• Brings positive attention to the division/department</li> </ul>				
<b>6. Exemplifies/demonstrates the mission of NJCU</b> <ul style="list-style-type: none"> <li>• Committed to providing an excellent university education</li> <li>• Promotes diversity</li> <li>• Taps rich resources and culture of the community</li> <li>• Solves urban problems</li> </ul>				
				<b>Total</b>

*Rubric adapted from Southern Illinois University, Edwardsville and Valencia College*