



FLORIDA STATE UNIVERSITY

DIVISION OF STUDENT AFFAIRS

Purpose

To recognize and appreciate outstanding employees who consistently go above and beyond their job expectations. This program serves as both a reward for exceptional performance and a model for other employees to emulate.

Eligibility

All employees who are full-time and have been permanent regular employees (A&P, USPS, OPS: 40 hrs. per week) for a minimum of six months are eligible to participate. Employees may be designated as an employee of the month only once during a calendar year and must be in good standing and not on a performance improvement plan.

Nomination Procedures

1. Any full-time DSA employee can nominate another full-time DSA employee for this award. Self-nominations are not permitted.
2. Nominations for the award can be submitted by the deadline date. ([Nominate](#))
3. Nominations are evaluated based on the following criteria for the calendar month in which the award is to be given:
 - **P**romotion of a pleasant working environment
 - **R**eliability
 - **I**nnovation
 - **C**ollaboration with colleagues
 - **E**xcellent job performance
4. Completed nomination forms can be submitted for that month's award between the first and 20th of each month.
5. To ensure that nominees are in good standing, nominations must be approved by respective supervisors.
6. Nominees will remain active and will be considered for up to three months unless re-nominated.



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Selection Process

Each month, the employee of the month selection committee, which comprises both Student Affairs and non-Student Affairs members, will review the nominations and select the employee of the month. The selection process may take up to 10 days to allow the selection committee to review and evaluate all eligible nominations thoroughly. The selection committee will consist of five members representing different departments and areas of campus. Each member will serve on one-year terms.

Award

The selected employee of the month will be recognized on the DSA website, will receive a lunch certificate for Bare Naked Kitchen, and will get to house the employee of the month traveling championship belt for the month. All winners will be notified of their selection before the official announcement.

Employees who have questions or need assistance are encouraged to contact: Darryl Lovett, DSA Director of Staff Experience and Culture, at dlovett@fsu.edu