

Ways we recognize staff...

Service Anniversaries:

- *Apple Juice* monthly announcements include all service anniversaries for that month
- 1 year – CIS swag bag of gifts
- 3 year – Recognition at an All-Staff event, CIS-branded gift
- 10 year – Social media and *Apple Juice* spotlight, recognition at an All-Staff event, CIS-branded gift, plaque
- 15 year – Social media and *Apple Juice* spotlight, recognition at an All-Staff event, CIS-branded gift, and plaque
- 20 and 25 year – Social media and *Apple Juice* spotlight, recognition at an All-Staff event, CIS-branded gift, special gift

Shout Outs:

Weekly shout outs are posted in the *Apple Juice*. Online submissions come from coworkers, supervisors, employees -- anyone at CIS can shout out someone for recognition. A link to submit is in the *Apple Juice* each week.

Annual Employee Excellence Awards:

All employees are eligible. This award recognizes exemplary demonstration of agency competencies, both core and leadership competencies. Recipients of the Excellence Awards are selected yearly based on the monthly Employee Excellence Awards nominations received anytime during the year (July 1st – June 30th). Award recipients receive \$150 cash award, a plaque, and recognition at the Back-to-School All-Staff meeting in August.

All nominees are featured in the *Apple Juice* with a photo and excerpt from their nomination

Culture of Appreciation:

- Annual all-staff retreat for learning, staying connected, enjoying peers in a non-office setting.
- Holiday card & small gift sent to all employees each year
- Across the organization, employees are recognized in a variety of ways within their departments, including notes of appreciation, treats at Level meetings, tokens of affection placed in Central campus boxes, potlucks, and socials.



Employee Excellence Awards

2022-2023

Communities In Schools of Central Texas strives to reward individuals for truly significant contributions which reinforce the organization's mission and values by recognizing staff and leaders who excel in their roles. Individual Excellence Awards and Excellence in Leadership Awards are given each year, in August, based on the employee's previous year's accomplishments/contributions.

Award recipients will receive (pending availability of funds) a monetary award and certificate.

Employee Excellence Award

The **Employee Excellence Award** is presented to Communities In Schools staff members who demonstrate a high level of commitment and dedication to their clients, colleagues and workplace. These individuals "live" the values of Communities In Schools of Central Texas, which are defined by these core competencies:

- Client Centered Practices
- Cultural Responsiveness
- Integrity and Ethics
- Quality Results
- Productive Relationships
- Professional Competence
- Professional Development

Eligibility: Regular full-time and part-time employees in good standing are eligible to be nominated by other employees, supervisors, or themselves for the Individual Excellence Award who have:

- been in their current position for a full school year or longer,
- demonstrate actions that **clearly go above and beyond the expectations of the position** (*i.e., not activities that are a standard part of employee accountabilities*), and
- demonstrate agency values and core competencies that show exceptional achievement in one or more competency that positively impacts clients, colleagues, workgroups, or the organization.

Consideration for this award will not be given to:

- employees with an active performance improvement plan or other corrective action, or
- AmeriCorps members or interns.

Award: Employee Excellence Award recipients will receive a \$150 award* and a certificate.

Excellence in Leadership Award

The **Excellence in Leadership Award** is presented to directors and senior directors who demonstrate a high level of commitment and dedication to staff and the organization. They are problem-solvers and act with foresight and professionalism. These individuals “live” the values and demonstrate the core competencies of Communities In Schools of Central Texas. In addition, they model personal, people and organizational leadership as defined by these leadership competencies:

- Demonstrating integrity
- Taking ownership of issues
- Inspiring others
- Empowering others
- Leading others through change
- Articulating a vision
- Understanding and advocating process improvement
- Promoting the culture
- Getting results

Eligibility: Directors and Sr. Directors who:

- have been in their current position for a full school year or longer,
- demonstrate actions that **clearly go above and beyond the expectations of the position** (*i.e., not activities that are a standard part of employee accountabilities*), and
- demonstrate agency values and core competencies, and show exceptional achievement in one or more leadership competency that positively impacts employees, workgroups, or the organization.

Award: Excellence in Leadership Awards recipients will receive a \$150 award* and a certificate.

Recipient Selection Process:

1. The Chief Human Resources Officer facilitates the administration of the Employee Awards program and serves as the advisor to the Employee Awards Selection Committee.
2. The Employee Awards Selection Committee will consist of 3-5 members. Care will be taken to represent campus-based staff, program support staff and admin/operations staff. The committee shall include at least one individual who is not a CIS employee.
3. Every **Employee Excellence** nomination for eligible employees submitted between July 1st and June 30th will be shared with the Selection Committee; forms received for individuals nominated multiple times will be compiled and considered together as one nomination for the excellence awards.
4. The members of the Employee Awards Selection Committee individually review all nominations with respect to CIS competencies. All effort will be made to insure nominees are presented anonymously without specific names, sites or other obvious identifiers.

5. The accomplishments of each employee should stand alone in the selection process and committee members try to avoid judging nominations against the other nominations. The review process will occur in July.
6. Individuals may be nominated in one or more core competencies. All nomination forms will be assessed relative to the definition of the identified competency using a 15-point scale made up of the following criteria:
 - a. Initiative (2 points)
 - b. Creativity (3 points)
 - c. Professionalism (2 points)
 - d. Effort above and beyond (4 points), and
 - e. Impact on clients, coworkers, or CIS (4 points).
7. Selection Committee members will review the documentation as it appears on the nomination form and assign a point value for the five areas listed in #5, total the points and rank nominees in order of highest to lowest. Information about points and ranking of the award recipients will be confidential. Up to 12 awards will be given annually.
8. The CEO will present the **Employee Excellence Awards** during the All-Staff Meeting in August. In addition, award recipients will be featured in the *Apple Juice* and will include an excerpt of the nomination describing the demonstrated competency/competencies.
9. The CHRO will coordinate with the Sr. Director of Accounting & Finance and Sr. Director of Communications to arrange for cash awards and certificates respectively.

*All cash awards (regardless of amount) represent taxable income to the individual and must be reported for income reporting and withholding.