

# Quarterly Employee Award

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The Quarterly Employee Awards were implemented to recognize outstanding service and achievement of our full and part-time employees. Each quarter one full-time and one part-time employee will receive this award. Recipients of this award receive recognition at the Board of Trustees meeting, a certificate of award, a beautiful lapel pin, and a reserved parking space of their choice.

**Nominees should meet the following criteria:**

- ◆ Employee has demonstrated extraordinary concern for the welfare of SFCC students.
- ◆ Employee has made significant contribution(s) to the welfare of SFCC staff and/or faculty.
- ◆ Employee demonstrates dependable and capable work performance, above and beyond that which is normally required.
- ◆ Employee has contributed to the fulfillment of one, or more, of the goals outlined in SFCC's mission statement.
- ◆ Employee has initiated practices or policies which have resulted in significant financial savings to the college.

To nominate a worthy employee for this special recognition please submit a letter of nomination to the Human Resources Office. Letters should include the following information:

- ◆ Employee Name
- ◆ Type of Employee (full-time or part-time)
- ◆ Nominators Name
- ◆ Specific examples supportive of the general criteria listed above.