

**PHYSICAL PLANT**  
**OPERATING POLICY AND PROCEDURE**

**PP/OP 03.07B:**                      **Awards Program – Committee Guidelines**  
   **Section “B”**

**DATE:**                                      May 9, 2003

**PURPOSE**

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide guidelines for committee membership, committee responsibilities, award processing, and recognition for award winners. Information concerning Physical Plant safety is in PP/OP 02.01. This PP/OP supplements, but does not replace, university OPs. For information concerning award programs administered at university level, see the appropriate university OP.

**REVIEW**

This PP/OP will be reviewed by the Awards Committee and forwarded through the manager for physical plant human resources to the director for physical plant for approval by November 1 of each odd numbered year (ONY) or as needed. The awards committee may revise the OP at any time, provided the new draft is forwarded for final signatures.

**PROCEDURE**

1.    Membership:

      This Committee will consist of volunteer representative employees from each area as follows:

- a.    Associate Director's Staff – one
- b.    Human Resources, Information Services or Material Resources – one
- c.    Engineering Services – one
- d.    BMC – two
- e.    Utilities – two
- f.    The non-voting secretary and an advisor from the Director's Staff

      Areas will select representatives as committee members, staggering membership one year apart on a calendar year basis. Each committee member's tenure will be two years and each area will be responsible for selecting replacements as needed.

2.    Meetings:

This committee will meet on the third (3rd) Monday of each month or as required by the committee chairperson. All committee members will be provided an agenda one week in advance of the meeting. Pending award nominations for that month will be copied and provided to each member by the recording secretary. Each nomination will be discussed and voted upon separately. In order to vote on nominations, a minimum of 51 % of the members must be present. There will be no proxy voting. Results will be compiled by the secretary and reported through the committee chairperson to the appropriate director and DPP.

### 3. Responsibilities:

#### a. Committee Chairperson will:

- (1) Communicate the results of the nominations to the supervisor(s) of nominee(s). This can include approval/disapproval of an award, return for further information, or recommend resubmission of the nominee for a different award.
- (2) Keep record of members' time served on the committee.
- (3) Provide monthly meeting agenda to committee members.
- (4) Provide articles for *Que Paso* as necessary.

#### b. Committee Members

All new committee members will be asked to attend the December meeting before their term begins. At this time each committee member will receive a copy of the current Physical Plant OPs relating to awards and will be assigned one or more of the following responsibilities:

- (1) Solicit nominations for the Employee of the Quarter and Sustained Performance Awards. Solicitation includes verbal, e-mail, or written communication.
- (2) Review all nominations for proper submittal through the supervisory level. Director/Associate Director is required to acknowledge receipt of the nomination and forward to HR office.
- (3) Provide timely award distribution including photographs for the Employee of the Quarter, Employee of the Year, and Sustained Performance. Order jackets for Employee of the Quarter/Year and award selection for Sustained Performance awardees.

- (4) Post Employee of the Quarter, Employee of the Year, and Sustained Performance award photographs on the "Texas Tech Physical Plant Employee Recognition Board." The recording secretary will contact the Sign Shop to make plaques for these awards.
- (5) Update the operation procedures (OP) on an as needed or ONY basis.
- (6) Identify any equipment needed during a committee meeting or award ceremony.
- (7) Hold elections for chairperson and vice chairperson prior to the end of the current chair's term or as needed.
- (8) Maintain stock of current award items.

c. MPPHR will:

- (1) Maintain a supply of nomination forms and make them available to all employees.
- (2) Maintain a confidential file of all nominations received.
- (3) Review each nominee's personnel folder for any disciplinary actions or attendance issues that might exclude the individual from receiving an award.
- (4) Provide nominations to committee members.

4. Processing:

a. ***Employee of the Year:***

In November of each year, the awards committee will vote on and select the Physical Plant Employee of the Year from among Employee of the Quarter and Sustained Performance award winners for the previous fiscal year. This award will be presented by the DPP at the Physical Plant Annual Awards Ceremony held in December. Committee members will have three votes the first round, two votes the second round, and one vote in the final round.

b. ***Sustained Performance Awards:***

The MPPHR will compile the nominations, which will be distributed by the

recording secretary to the Physical Plant Awards Committee at the October meeting. Members will review the nominations and vote accordingly, in addition to the normal committee business. Awards will be presented by the DPP at the Physical Plant Annual Awards Ceremony conducted each December.

c. *Employee of the Quarter* Awards:

Each Physical Plant area is encouraged to submit a nomination through the appropriate supervisor. Members will review the nominations with the justification and vote accordingly, in addition to the normal committee business. DPP will present this award to the employee at their supervisor's discretion and receive their plaque at the Physical Plant Annual Awards Ceremony. Committee members will have two votes the first round and one in the final round.

d. *Special Act, Customer Relations, Fix the Process, and EPIT*

The nomination for these awards will contain a **detailed** explanation of the specific action(s) for which the recipient is being nominated and the result of the action(s) in terms of improved performance, enhanced customer relations, cost savings, or other factors deserving recognition.

e. Committee members who have been nominated for an award may remain in the room and a secret ballot will be conducted. This will be by writing the name of the employee on a slip of paper and the votes tallied.

5. Recognition of Awardee:

- a. Presentation of awards will be in accordance with PPOP 3.07 A – Nomination and Award Criteria.
- b. Names of all Awardees will be published in the *Que Paso* each month. The name, picture, and a brief biography of the *Employee of the Year* will be published in the *Que Paso*.
- c. Photograph placed on the "Texas Tech Physical Plant Employee Recognition Board" in the West foyer of the Physical Plant Building. This board will contain the picture and name of the Employee of the Year, each Employee of the Quarter for the current and previous fiscal year, and all Sustained Performance winners. Pictures will be rotated upon change of the fiscal year.

- d. Annual Awards Ceremony will be held each December.

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>	<u>DAY</u>
Manager for Physical Plant Human Resources	Review	Nov (ONY)	1

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Director for Physical Plant