

ACHIEVEMENT AWARD

(AFSCME, MAPE, MMA, Managerial Plan and Commissioner's Plan)

Purpose: Achievement Awards are a means for recognizing and rewarding “outstanding employee achievement and performance. Award nomination should be used as a tool to reinforce and to communicate to employees that Northland recognizes exceptional performance. The objective of this procedure is to set forth criteria and processes to ensure that the awards are granted in a fair and consistent manner. At the President’s discretion, awards may not occur every fiscal year.

Amount and Date of Award: The achievement award dollar limits are contained in the various bargaining agreements/plans. Awards will be granted and paid by the end of the fiscal year.

Eligibility Criteria: All full-time and part-time permanent staff who have been employed at Northland since the beginning of the fiscal year and who are covered by the terms and conditions of the AFSCME, MAPE or MMA bargaining agreements or the Commissioner’s or Managerial Plan are eligible. The employee’s work performance must be satisfactory or above to be eligible.

Nomination Criteria: Nominations for achievement awards are to be submitted to the Vice President of Human Resources. An employee shall submit nominations by completing the Achievement Award Nomination Form. The nomination should indicate how the employee has met one or more of the following criteria:

Overall Performance

- Exceeds performance expectations by demonstrating outstanding performance.
- Demonstrates a range of personal attributes that are outstanding.
- Encourages others around them to excel.
- Advances the mission of Northland Community and Technical College.
- Respect for students/customers
- Cooperation with others through teamwork and information sharing

Special Project

- Completed a special project in an outstanding manner; and
- The project constituted a significant part of the employee’s performance during the past year.

Cost Containment

- Employee recommendation(s) have been implemented and have resulted in a measurable cost savings to the department, division or college.

Award nomination shall not be based on an employee’s length of service, for doing their normal job duties in a satisfactory manner, or other subjective reasons not related to outstanding performance. For an employee to receive the award, his/her supervisor must support the nomination.

The Vice President of Human Resources will review nominations that are submitted for eligibility in accordance with the respective Bargaining Agreement. Eligible nominations will be reviewed by the President. The President may choose to meet with the supervisor/administrator of the employee being nominated prior to making a final decision. The President will determine the recipients of the achievement award and the amount/type of award.