



OUTSTANDING ACHIEVEMENT AWARD CRITERIA / PROCESS FOR RECOMMENDATION

The purpose of the Outstanding Achievement Award is to recognize employees who have made a significant contribution to further the Mission of the University. Each Division will have a pool of funds equivalent to \$1,500 x 15% of the total number of eligible employees in the Division. Individual awards begin at \$500 up to a maximum of \$2,000, not to base, depending on the scope and impact of the specific contribution(s).

CRITERIA:

The recommendation covers work performed during the period July 1 – June 30.

Eligible employees must:

1. Be employed by the University at least one full year;
2. Achieve an overall rating of “Accomplished” or higher on the Performance Development Plan; and
3. Contribute to one or more of the University’s Strategic Themes:
 - a. Focusing on students first
 - b. Raising Rider’s profile
 - c. Being an employer of choice
 - d. Investing in our future
 - e. Always improving
4. Be employed by the University at the time the checks are processed.

PROCESS: All recommendations must be received by Human Resources no later than September 13.

Supervisor:

1. Completes the Performance Development Plan for the employee.
2. Completes the Outstanding Achievement Award Recommendation being sure to relate the achievement to the above requirements and makes a recommendation regarding the amount of the award.
3. Forwards the form to the Division Head for approval.

Division Head:

4. Considers all recommendations relative to the amount of funding available for the Division.
5. Reviews and, if approved, forwards to Human Resources.

Division Head:

6. Discusses the reasons for non-approval with the Supervisor.

Human Resources:

7. Arranges for the processing of the checks.
8. Notifies the Division Head once the checks are ready.

Division Head:

9. Prepares a memo to accompany each check describing the reason for the award.
10. Arranges for the checks to be distributed.

