



RANDOM ACTS OF MERCY

Nomination Guidelines

Purpose

The Staff Recognition Committee and the President's Cabinet are pleased to sponsor a Random Acts of Mercy Employee Appreciation "Wall" on the Employee tab of MyUSJ. The Random Acts of Mercy Employee Appreciation Wall is an opportunity to contribute to a culture of positivity and raise awareness about the good work being done on a daily basis throughout the USJ community.

Eligibility

Any USJ employee who has contributed to a positive, constructive work and/or educational environment at the University is eligible for inclusion on the Random Acts of Mercy Employee Appreciation Wall. No random act of mercy or other kindness is too small for the wall!

Process

- Nominations should be submitted electronically to staffrecognition@usj.edu. Nominations may be submitted on the Random Acts of Mercy nomination form, available on MyUSJ, or simply by an email with the subject line "Random Acts of Mercy."
- For people without electronic access, paper nominations can be submitted to HR. The Random Acts of Mercy nomination form is available on MyUSJ.
- When possible, the nomination should reference the specific aspects of the USJ Mission and/or Values that are embodied by the nominee's actions. The Mission Statement and Core Values are listed at the end of this document.
- Human Resources will review all nominations and post all submissions.
 - New submissions will be posted on at least a bi-weekly basis.
 - HR reserves the right to edit submissions for space (and spelling) prior to posting.
 - Postings may be removed periodically for space reasons, but not before they have been posted for at least three months.
- Random Acts of Mercy recipients will receive a voucher for one lunch at the McGovern Dining Commons.
- All employees are encouraged to check the Random Acts of Mercy Employee Appreciation Wall frequently!

PRESIDENT’S RECOGNITION AWARD for INSPIRING STAFF EXCELLENCE (PRAISE)

Nomination Guidelines

Purpose

To recognize an individual employee and a team who have performed above and beyond expectations, and who have made an extraordinary contribution to University of Saint Joseph during the past year.

Eligibility – Individual Award

- Staff employed at least 20 hours per week and 10 months per calendar year (“benefits-eligible”) and who have been employed at least one year.
- The following staff are not eligible for the Staff Recognition Award. Nominations for people in these categories will be accepted and filed in the employee’s personnel file, but the nomination will not be placed in the selection pool.
 - Directors (grade 40) and above;
 - Members of the Staff Recognition Committee;
 - Any employee who has won the PRAISE award within the past 5 years.

Eligibility – Team Award

Definition of “Team” for the purposes of PRAISE:

- A group of people working together toward a common goal on behalf of the University
- A department or a team comprising members of multiple departments
- 3 to 15 members
- Team must include a minimum of two staff employees; it may also include faculty and students

Criteria

Nominations will be based on the following description of the award’s intent:

A University of Saint Joseph employee is expected to be a good team player; have a good attitude; show consistent, reliable performance of job duties throughout the year; and function within the University in a manner consistent with the Mission and Core Values (below). A nominee for a recognition award is expected to have excelled in these areas, in addition to having achieved extraordinary one-time results or made a continuous contribution by demonstrating one or more of the following:

- *Implemented ideas with significant results (e.g., program innovation or improvement, time or money saving ideas);*
- *Demonstrated dedication, leadership, or creativity;*
- *Worked outside specific job responsibilities;*
- *Boosted morale;*
- *Functioned in a manner which demonstrated excellence in promoting the University’s mission and core values.*

- **Mission Statement**

The University of Saint Joseph, founded by the Sisters of Mercy in the Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population in an inclusive environment that encourages strong ethical values, personal integrity, and a sense of responsibility to the needs of society.

- **Core Values**

- **Catholic Identity:** University of Saint Joseph is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.
- **Development of the Whole Person:** The University of Saint Joseph encourages, inspires, and challenges all students to fully develop their intellectual, spiritual, social, emotional, physical, and leadership potential.
- **Compassionate Service:** University of Saint Joseph promotes, supports and facilitates caring service as an integral part of all teaching and learning experiences.
- **Academic Excellence:** University of Saint Joseph provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.
- **Respect/Integrity:** University of Saint Joseph demonstrates respect and reverence for all people and fidelity in personal witness.
- **Hospitality:** University of Saint Joseph is a welcoming community where its relationships are based on openness, inclusivity and mutual respect.
- **Multiculturalism/Diversity:** University of Saint Joseph is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.

Nomination Process

- All staff, faculty and students (undergraduate and graduate) are invited to nominate individuals and/or teams.
- The PRAISE nomination form is available on MyUSJ.
- No one may nominate him/herself for an individual award. An individual may nominate a team of which s/he is a member, but must then abstain from voting in the team category.
- Nominations should be submitted electronically to staffrecognition@usj.edu. For people without electronic access, paper nominations can be submitted to HR.
- Members of the Staff Recognition Committee can submit nominations, but will abstain from discussion of their own nominees during the selection process.

Selection Process

- The Staff Recognition Committee will review all nominations and select 10 eligible staff members and 5 eligible teams to be voted upon.
- All staff, faculty and students (undergraduate and graduate) will be invited to vote for their top three choices, using a rank-order system. SurveyMonkey or a similar web-based tool will be used to facilitate voting. People without electronic access can submit paper ballots to HR.

- The award criteria and nomination paragraphs will be communicated to all voters, and community members are encouraged to consider how each nominee best fits the criteria.

Awards

The PRAISE Individual winner will receive:

- Cash Award of \$500
- A plaque to be displayed in a public area, with annual award recipient's name added each year

Members of the winning PRAISE Team will receive:

- Reimbursement of up to \$500 used toward a Team celebratory activity

The PRAISE Individual winner and two runners-up and members of the winning PRAISE Team will receive:

- Recognition at the Employee Recognition Ceremony
- Announcement in Outlook Magazine
- Certificate of Achievement (suitable for framing)

All nominees will have a copy of their nomination(s) placed into their personnel file. In addition, copies of each nomination will be sent to the nominated employee and their supervisor.