



SUNY
DOWNSTATE
Medical Center

University
Hospital of
Brooklyn

Employee Recognition Award Nomination Form

Nominations may be submitted by any member of the UHB staff, but the endorsement of the nominee's immediate supervisor must be recorded on the Nomination Form if it is submitted by someone other than the nominee's immediate supervisor. UHB Employee Recognition Award (ERA) is awarded monthly to one employee who demonstrates a **high level of job performance, quality customer service and adherence to UHB mission and values**. Only staff who has been employed by UHB for at least one year and in good standing is eligible for an award. Nominations are reviewed and judged by the UHB Service Excellence Team (SET). Decisions by the SET committee are final. Nominations and attachments become the property of the committee.

Criteria:

The following criteria will be used in selecting an Employee of the Month (EOM)

- **Job Performance-** Unique situations where employee consistently goes above and beyond what is required for a particular job. Employee displays the UHB values of teamwork, collaboration, and partnership.
- **Promotion of Safety** – Innovative idea created by employee to improve safety.
- **Internal/External Relationships-** A unique experience where the public was positively affected by employees' actions, attitude or demeanor. Employee displays the UHB values of racial and ethnic diversity, cultural competency and cultural sensitivity.
- **Positive Attitude:** Employee must demonstrate a positive and dedicated attitude. Employee displays UHB values of respect, compassion, dignity, and fairness.
- **Leadership/Initiative:** Employee must possess leadership/initiative qualities, with at least one specific example cited on nomination form.
- **Dependability/Punctuality:** Employee must be in good standing with maintaining UHB HR policy on time and attendance.

**PLEASE RETURN COMPLETED NOMINATION FORM TO THE OFFICE OF
THE CHIEF EXECUTIVE OFFICER, BOX 75, ROOM 341-A**

Employee of the Month must meet the following requirements:

- **Work Status:** Continuous employment either Full-Time or Part-Time, who has passed their probationary period, may be nominated. No Department Heads can be selected.
- **Inclusion:** Employee cannot have received the Employee of the Month recognition more than once in a five (5) year period. After the five (5) year mark, employee will be eligible again forward.
- **Performance:** Employee must not have any poor performance indicators in job history spanning back three (3) years. Employee must not have had disciplinary action by HR within the last 3 years.

Employee of Month

Procedure/Process:

1. Criteria and current edition of the nomination form will be posted on the SUNYDMC website, beginning of each month on the special events page and a link on the home page directly to the forms. **Forms will also be available in the CEO's Office.**
2. Completed forms will be sent to the office of the CEO, Box 75, ROOM 341-A, either direct mail, email or by fax.
3. Each nomination will be logged and referred to HR for clearance to ensure the criteria for Employee of the Month are met.
4. To ensure anonymity the facilitator (CEO's Office) will remove all identifiers from the nomination form prior to submission to the Service Excellence Team.
5. Final selection of the award will be determined by a majority vote of the Service Excellence Team. The CEO will make the final selection for the month based on recommendations submitted.
6. If there is no nominee for a given month and /or the Service Excellence chooses not to select someone for an award that month, there will be no employee of the month for that given month.
7. The Employee of the Month and his or her corresponding department head will be notified prior to the department head meeting, where the Employee of the Month will be honored.



SUNY
DOWNSTATE
Medical Center

University
Hospital of
Brooklyn

Mission Statement

SUNY Downstate Medical Center is the only academic medical center in Brooklyn, located in the heart of one of our nation's largest and most ethnically diverse working-class urban communities. We value the racial and ethnic diversity of the community and strive to achieve the cultural sensitivity and cultural competency essential to achieving our vision. As one of only 125 academic medical centers in the country, we have an obligation to provide education, research and health care to our students, faculty, patients and community. Through our schools of higher education, we train the next generation of physicians, nurses, allied health professionals and scientists to serve our community and beyond. Through our research, we advance medical science and public health to serve the community at large. Through our hospital and academic affiliates, we provide the highest quality of comprehensive, compassionate and accessible health care to the 2.6 million residents of Brooklyn regardless of their ability to pay. We inspire to have a staff that is representative of the diverse ethnic populations we serve and become a more efficient, cost-effective and customer friendly institution.

Vision Statement

SUNY Downstate Medical Center will be the center of excellence in education, research and health care delivery in Brooklyn. We shall create a service-driven culture and become the educator of choice, the hospital of choice and the employer of choice for the borough.

Values

- Respect, Compassion, Dignity, and Fairness
- Racial and Ethnic Diversity, Cultural Competency and Cultural Sensitivity
- Teamwork, Collaboration and Partnership
- Fiscal Integrity, Responsibility, and Accountability



SUNY
DOWNSTATE
Medical Center

University
Hospital of
Brooklyn

Employee Recognition Award Nomination Form

Nominee's Information	
Name:	
Department:	
Office telephone:	
Nominator's Information	
Name:	
Department:	
Office telephone:	
Signature:	Date:
Supervisor's Information	
Name:	
Department:	
Office telephone:	
Supervisor's endorsement:	

REASON FOR NOMINATION

(See the attached guidelines. If additional space is needed, please attach information to form.)

Why does this employee deserve to be SUNY Downstate Medical Center employee of the month?

Describe how the nominee demonstrates excellence in the area of **Job Performance**, give specific examples:

PLEASE RETURN COMPLETED NOMINATION FORM TO THE OFFICE OF
THE CHIEF EXECUTIVE OFFICER, BOX 75, ROOM 341-A

Describe how the nominee demonstrates excellence in the area of **Promotion of Safety**, give specific examples:

Describe how the nominee demonstrates excellence in the area of **Internal/External Relationships**, give specific examples:

Describe how the nominee demonstrates excellence in the area of **Positive Attitude**, give specific examples:

Describe how the nominee demonstrates excellence in the area of **Leadership/Initiative**, give specific examples:

Describe how the nominee demonstrates excellence in the following area of **Dependability**, give specific examples:

LIST OUTSTANDING ACCOMPLISHMENTS, (IF KNOWN INCLUDE AWARDS, LETTERS OF APPRECIATION, ETC.)
