

Employee of the Month Nomination Form

This form is due to Tracee Friess (tfriess@niar.wichita.edu) no later than the 27th of the month or the last business day before the 27th if applicable.

Nominator (manager or director):

Witness (manager, director, or lead):

Nominee:

Is the nominee a **student** or **staff** ? (circle one) *Staff nominees must be non-managerial.*

Please describe (in some detail) why this person should be chosen as NIAR Employee of the Month:

X

Signature of Nominator

X

Signature of Witness

Employee of the Month Nomination Rules

1. One student employee, as defined by NIAR, will be chosen each month.
2. One staff (full-time or part-time), as defined by NIAR, will be chosen each month.
3. The nomination will be executed by a manager or director and a witness. The witness may be another manager, director or lead.
4. This form must be filled out, signed, and delivered to Tracee Friess no later than the 27th of each month. If the 27th of the month falls on a non-business day, it must be delivered on the last business day before the 27th.
5. Eligible employees are any student, as defined by NIAR, and any full-time or part-time employee that is in a position that is titled in a non-managerial category, as defined by NIAR. Example, a program manager is not eligible; however a senior engineer is eligible as long as he/she is not performing the duties of a manager.
6. The individual being nominated must not know of the nomination.
7. If more than one individual for each category is nominated, the decision of the winner will be made by at least three members of the NIAR Senior Leadership Team. The SLT contingent cannot contain a member that is in direct control of one of the nominees. The decision will be made on a majority vote.
8. If there are no eligible nominations for a particular time period then a winner will not be announced.
9. The winners of the monthly awards will be eligible for the "Semester" award which will be voted on by all members of the NIAR SLT. This will occur for Fall, Spring, and Summer.
10. The monthly awards will begin in January 2012. The "Semester" awards will begin in Spring 2012.
11. The winners of the monthly contest will get a preferred parking spot behind NIAR, recognition and an item of their choosing from the NIAR promotional stock.
12. The winners of the "Semester" award will be given a \$500.00 tuition assistance voucher.
13. If an individual is not able to accept a prize, the prize is forfeited. No replacement prize is given. However, if the tuition assistance can be used in the future the prize will be awarded at that time.