

TO: University Staff & Faculty

FROM: Carl Sorensen  
Associate Vice President for Human Resource Services

DATE: January 21, 2009

RE: Employee Service Awards

Very shortly you will receive an invitation to The University of Richmond Employee Service Recognition Ceremony. This year, the ceremony will be held at 2:00 p.m. on Thursday, March 19, 2009, in the Camp Concert Hall

During the ceremony, we will honor employees who have achieved 5, 10, 15 20, 25, 30 and 35 years of service through December 31, 2008.

This is also the time when we acknowledge the achievements of four outstanding University employees through the University of Richmond Outstanding Service Award. Award winners will receive \$1,000.00 for exemplifying the spirit and mission of the institution through superior service and contributions to the University community. One award winner will be selected in each of the following employee categories:

- Administrative
- Clerical Support
- Dining Services
- Service/Maintenance

Nominees for the Outstanding Service Award will have;

- Made a difference to the University of Richmond community
- Gone above and beyond the expectations of their position
- Excelled as a team player
- Contributed to the success of other employees

To be eligible for an Outstanding Service Award, staff;

- Must have one year of continuous, regular employment at the University in either a part-time or full-time capacity.
- May not be a past Outstanding Service Award winner
- May not be members of the President's Senior Staff or have Senior Professional status.

#### Review Process

Nominations will be reviewed by the Department of Human Resource Services to assure that the criteria of employment status, length of service and satisfactory performance have been met. A selection committee will then select award recipients.

I encourage you to use our online form to nominate employees for this recognition. You may access it at [https://www.surveymonkey.com/s.aspx?sm=a7A7dsA8qcOjluLhWD3vDw\\_3d\\_3d](https://www.surveymonkey.com/s.aspx?sm=a7A7dsA8qcOjluLhWD3vDw_3d_3d)

If you prefer, you may use a paper form to nominate employees who meet the criteria above. Nomination forms can be found at <http://hr.richmond.edu/rewards/nominationform2009.pdf> or in Human Resource Services. Nominations must be received in Human Resource Services, 1st Floor, Weinstein Hall, no later than 5:00 p.m. Friday, February 6, 2009.