

Date of Plan: August 24, 2001
Organization: School of Medicine

Contact Person: Juliet Trail, Assistant to the Chief of Staff, McKim Hall, Box 800793, 982-1806;
trail@virginia.edu.

1) *Name of Recognition & Reward Program:* **Public Service Recognition Award**

2) *Goal/Objective:* Recognize employees who have given outstanding service and promoted positive relationships between the University and the surrounding communities. This award will be administered, funded, and presented at the School of Medicine level.

3) *Business Reason(s) for Using Program:* Encourage employees to support and give back to their community; promote the positive contributions the University provides to our region.

4) *Nomination Process, if applicable:* Outside parties, fellow employees and/or managers may nominate by using the attached form and checking the appropriate box.

5) *Criteria to Be Used to Differentiate Levels of Awards:*

Level 1:

- Volunteerism to benefit the community (3 awards of \$100 will be presented).

Level 2:

- Significant community service and/or more volunteer responsibility (2 awards of \$500 will be presented).

Level 3:

- Sustained multiple years of community service and/or leadership role and significant responsibility (1 award of \$1,000 will be presented).

6) *Approval Process:* Nominations are forwarded to the Dean's Rewards & Recognition Committee, which will select the employee for the award.

7) *Communication Plan:*

a) *How do you plan to communicate the program to employees or teams, if applicable?*

- Periodic reminders at meetings of department heads and administrators; e-mail announcements and letter from Dean to department heads and administrators, announcements to Employee Councils; periodic notices in the Link.

b) *How do you plan to notify the employee or the team of the award?*

- Congratulatory letter from Dean to employee and department head.

c) *We plan to publicize the award by:*

- Annual reception.

- Notices to the Link, Inside UVA, and local press.

8) *Training:*

How do you plan to train your organization's management, if applicable, who will be using the program?

We will work with University Human Resources to develop a training plan that encourages supervisors to use all Rewards & Recognition plans to foster excellent employee outcomes, creative problemsolving, outstanding customer service, and conscientiousness on the job. The training plan will also explain how the Rewards & Recognition opportunities work in conjunction with and complement the objectives of the CMAC and the annual evaluation processes.

