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SECTION: HUMAN RESOURCES

AREA: EMPLOYEE RELATIONS

SUBJECT: EMPLOYEE COMMENDATION NOTICE

PURPOSE

The purpose of this policy is to inform managers and supervisors of departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed in the identification and recognition of exceptional employees for consistently superior job accomplishments and/or exceptional meritorious achievements. UAMS encourages outstanding performance and conduct on the part of its employees. Oftentimes employees are made aware of unacceptable job performance, but it is also important that employees be acknowledged when the quality of their job performance is consistently worthy of special recognition.

PROCEDURE

1. Supervisors desiring to recommend an employee for outstanding job performance must complete a *UAMS Employee Commendation Notice* form, available from the Office of Human Resources (OHR). This form requires signatures from the employee's supervisor and the appropriate department director.
2. The Commendation Notice should then be forwarded to the OHR for review and for ascertaining the appropriateness of including the notice in the employee's personnel file. Upon approval by the OHR, the original Commendation Notice will be returned to the department for the employee's signature, and the duplicate will be placed in the employee's personnel file.
3. Upon receipt of an approved *Employee Commendation Notice*, the OHR will prepare a *Commendation Certificate* for presentation to the employee. This certificate will be signed by the Chancellor and the appropriate Vice Chancellor, Dean, or Executive Director and the Assistant Vice Chancellor for Human Services. In addition, recognition announcements may be submitted to the University Relations office to be included in campus publications.