

Auburn University Facilities Management Award Program

NAME OF AWARD PROGRAM:

Facilities Management Award Program

BUSINESS PURPOSE:

The purpose of this policy is to recognize Facilities Management staff who are fulfilling the mission statement of Auburn University through acts of customer service, teamwork, special project completion, cost savings, safety, performance, leadership, outstanding achievement, creativity or innovation.

DESCRIPTION OF THE PROGRAM:

The intent of the Facilities Excellence Awards Program is to recognize and reward the outstanding performance and accomplishments of Facilities Management personnel, and by doing so, motivate the awardee, as well as other employees, to continue to perform at the highest possible levels. The business objective of this program is to enhance employee morale, loyalty, and dedication to mission accomplishment within the Facilities Management organization.

IDENTIFY AWARD THEMES AND SELECTION CRITERIA:

The Facilities Management has three levels of awards to recognize outstanding achievements.

1. Level one – Bronze Award
 - a. Award – \$250 cash
 - b. Guidelines – This first level recognizes achievements occurring over a shorter period of time that have recognizable impact and positively illustrates:
 - A commendable job on a project, task or activity

- Significant support for Facilities Management initiative or core value
- Outstanding support of a day-to-day business operation or process
- Suggestions leading to the improvement of a work process, workflow or in customer service
- specific customer compliment
- professional development

c. Examples include Evidence and specific examples of:

- Teamwork, self-motivation, knowledge, efficiency, professional achievement, customer service or cost savings.
- Taking on additional duties during absence of a co-worker or supervisor.
- Outstanding achievement and/or contribution above and beyond standard job requirements.
- Outstanding response in an emergency event.
- Professional development, safety or leadership in the workplace.

2. Level two – Silver Award

- a. Award – \$500 cash
- b. Guidelines – This second level recognizes excellent performance or achievement on a project, task, or initiative over a medium duration of time that more than significantly impacts the work, the organization or illustrates Facilities Management vision, core values or initiatives:
- c. Examples include:

- Successful execution of a particularly difficult or complex task
- Completion of work or a task with a level of significantly quality higher than would typically be expected.
- Successful completion of a challenging project.
- Excellent customer service or service to the campus community.
- Leadership achievement that has a significant impact.

3. Level two – Gold Award

- a. Award – \$1000 cash
- b. Guidelines – This third and highest level is awarded to recognize an outstanding achievement that had significant positive impact for Facilities Management, a project, our clients, or the University over an extended range of time.
- c. Examples include:

- Successful execution/completion of an exceptionally difficult or

complex task or one that has a high impact on Facilities Management, our clients, or the University.

- Completion of work or a task with exceptional quality--much higher than would typically be expected.
- Exceptional customer service or service to the campus community.
- Leadership achievement that has a major impact.

IDENTIFY AWARD ELIGIBILITY CRITERIA:

Eligibility for the Facilities Management Awards program applies to all active salaried and hourly full-time or temporary staff and students working in Auburn Facilities Management.

IDENTIFY AWARD TYPES AND FREQUENCY:

There are no restrictions on how frequently an employee can win an award. Awards will be monetary (cash) and non-monetary (certificates)

IDENTIFY NOMINATION AND SELECTION PROCESS:

Each award has its own distinct nomination justification form with specific questions that must be answered and submitted. Each award nomination should contain a completed nomination justification form, specific examples and/or evidence that are relevant to that particular award, and a letter of recommendation that attest to the candidate's exceeding expectations or outstanding ability, in the award's focus area.

Endorsement by Director: The nomination shall be reviewed by the respective Director of the department (or the senior manager in the case of those organizations that do not have a Director). The Director shall ensure that all nominations meet the criteria for proposed award. The Director shall then send the award nomination justification form, with an endorsement, to the Facilities Management Award program administrator for further review and processing.

- a. Award Review and Approval: All award nominations shall be reviewed and approved by the Facilities review panel.
- b. Review Panel Membership: The Facilities Award Review Panel shall consist of the following members:
 - AVP, Operations
 - AVP, Planning Design and Construction

- Director, Financial Services
 - Director, Facilities Human Resources
 - Three at large members, appointed by the Vice President of Facilities
- c. Review and Approval: The Facilities Excellence Award Review Panel shall assess each nomination to ensure that the documented evidence meets the criteria for the award. The panel has the authority to approve the award as nominated, or to reject the reward. If approved, the program administrator shall process the award for payment to the nominee.

IDENTIFY COMMUNICATION PLAN:

This is a Facilities Management award; it is communicated through the Facilities Management website along with the online nomination justification form. The site will list the awards program information, contact person and list of potential observations for each award criteria. Winners for each award will be recognized monthly on the website. Each year Facilities Management will host an Annual awards banquet for all winners in the previous year with photograph and brief summary of accomplishments that led to the selection of the award.

EVALUATION:

The Facilities Management Award program will be reviewed by the Responsible Executive and Program Administrator annually to evaluate effectiveness of how the process is disseminated, evaluated and awarded.

Responsible Executive: Vice President, Facilities Management

Program Administrator: Director, Human Resources, Facilities Management

The Facilities Excellence Award program administrator shall be responsible for the following tasks in administering this program:

- a. Receiving award nominations.
- b. Scheduling and convening the Facilities Excellence Award Review Panel to review and approve award submissions.
- c. Processing payments to the University payroll.

VII. **EFFECTIVE DATE:** January 1, 2025

VIII. **APPROVAL**

Loren Winn

Jan 10, 2025

Responsible Officer

Date



Jan 10, 2025

VP, Auburn University Facilities Management

Date










Auburn University Facilities Management Award Program 2025a

Final Audit Report

2025-01-10

Created:	2025-01-09
By:	Loren Allday (lma0037@auburn.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFC5GYYQGGL9d1yAbPkm8Mc64AU1KKiYL

"Auburn University Facilities Management Award Program 2025 a" History

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2025-01-09 - 10:44:35 PM GMT- IP address: 131.204.254.132
-  Document emailed to jjc0019@auburn.edu for signature
2025-01-09 - 10:45:06 PM GMT
-  Email viewed by jjc0019@auburn.edu
2025-01-10 - 8:59:21 PM GMT- IP address: 131.204.254.132
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2025-01-10 - 9:00:18 PM GMT- IP address: 131.204.254.132
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Signature Date: 2025-01-10 - 9:00:20 PM GMT - Time Source: server- IP address: 131.204.254.132
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-  Email viewed by Loren Allday (lma0037@auburn.edu)
2025-01-10 - 10:17:19 PM GMT- IP address: 72.15.124.198
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Signature Date: 2025-01-10 - 10:18:01 PM GMT - Time Source: server- IP address: 72.15.124.198
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