



# Merit Award Proposal Form

The purpose of the Merit Award is to provide individual employees, or a team of employees, recognition for exemplary innovative work. Providing the opportunity to earn such an award is one of the few, tangible ways we have to recognize employees. LSC's program is designed to encourage work that supports the current college priorities and strategic directions based on item 4.2 of the Chancellor's 07 Work Plan: **"Reward and support (employees) for innovations that advance excellence and efficiency."** This award falls within the guidelines of the collective bargaining contracts or plans governing the employment relationships of employees eligible for the plan. (See reverse side of form for criteria and directions for completing this form).

Name(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Description of Project:	Anticipated Measurable Outcomes

**Connection to College Priorities/Strategic Direction/Mission:**

*Engage & Embrace Technology, Enhance Regional Presence & Impact, Leading Lifelong Learning*

**Anticipated Completion Date:** \_\_\_\_\_

**Project Approval Signatures:**

Supervisor: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vice President/President: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Rec'd In HR: \_\_\_\_\_ Date \_\_\_\_\_

**PC Action**    Approved    Not Approved    Returned for Revision   Date \_\_\_\_\_

## **MERIT AWARD INFORMATION & PROCEDURES**

### **Eligibility**

All non-temporary or non-emergency status employees covered by the MAPE, MMA AFSCME and Commissioner's Plan are eligible for the award. The employee must have been employed in an eligible position for at least 6 months prior to submitting a proposal. Upon successful completion participants will receive recognition at the Annual Employee Recognition Dinner, MMA, MAPE and Commissioner's Plan employees are also eligible for a financial award.

### **Types of Projects and Criteria**

#### Project or Plan:

- ▶ is completed in addition to the normal duties of the job
- ▶ has a significant impact on the college or department
- ▶ is related to, or in support of, the mission, priorities or strategic directions set forth by the college: *see the college website [lsc.mnscu.edu/IE/PriorDir.pd](http://lsc.mnscu.edu/IE/PriorDir.pd)*
- ▶ is of a limited duration – completed within a year or less
- ▶ includes measurable outcomes

#### Examples:

1. Create a new retention strategy: a program targeted toward underserved students.
2. Develop a process to streamline and improve data/information flow between two departments.
3. Create a new process of data collection to support decision-making within a critical college function.
4. Design a process to audit a critical financial procedure.
5. Develop a new technological application to increase efficiency and/or effectiveness.

### **Procedure**

The Human Resources office will send out an announcement in the fall of each year. All proposals need to relate to the college's mission, priorities or strategic directions. The proposal, supported by the immediate supervisor and VP, are submitted to HR and reviewed by the President's Cabinet for approval. Proposals can be submitted at anytime during the year.

Participants approved for a project are required to submit a report providing evidence that the plan or project was completed and that measurable outcomes were attained. The reports will be reviewed and approved by the President's Council. Employees earning a Merit Award will be recognized at the Annual Employee Recognition event. (The deadline for inclusion in the current year spring event is April 1<sup>st</sup>).

5/15/08

# Merit Award Report Format

**Title of the Project:** \_\_\_\_\_

**Project Participants:** \_\_\_\_\_

Description of Project Objectives:	Measurable Outcomes
<p>Issues affecting completion or direction of the project:</p>  <p>Other impact on college operations:</p>  <p><i>Engage &amp; Embrace Technology, Enhance Regional Presence &amp; Impact, Leading Lifelong Learning</i></p>	

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## Project Approval Signatures:

Supervisor: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vice President/President: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Rec'd In HR: \_\_\_\_\_ Date \_\_\_\_\_

**PC Action**    Approved    Not Approved    Returned for Revision

Date \_\_\_\_\_ Merit Award Payment Estimated Date \_\_\_\_\_

*Must be completed and approved before April 1<sup>st</sup> to be included in the spring Employee Recognition Dinner.*

5/15/08