

**AURARIA HIGHER EDUCATION CENTER  
INCENTIVE AWARDS PROGRAM**

**Process  
2006-2007**

**Committee**

The awards review committee consists of 9 – 12 members representing all divisions of AHEC.

**Committee Role**

The Awards review committee will meet on a monthly basis. The responsibility of the committee includes:

- ❖ Review of Efficiency Award nominations on a monthly basis.
- ❖ Review of Employee of the Year and Manager of the Year nominations on an annual basis.
- ❖ Incentive Award budget status.
- ❖ Determine and monitor the distribution of awards by reviewing logs submitted by supervisors and managers.
- ❖ Send recognition post cards to employees who have received Thank You awards and Extra Mile awards over the past month.

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**“THANK YOU” Awards:**

Distribution of awards will be made to Division Directors based on FTE.

Division Directors will be responsible for making these awards available to their managers and supervisors to hand out to employees as they are earned.

Tracking of all awards is required by managers and supervisors using the attached log.

All logs must be turned into the Division Director on a monthly basis and forwarded to the committee prior to their monthly meeting.

A postcard will be sent to each employee that has been awarded a “Thank You” award to acknowledge their work at the agency level and to verify award distribution.

**Efficiency Award:**

Nominations are made to the Awards Committee.

The Awards Committee will review all nominations brought forward at their monthly meetings and determine the award amount based on actual or expected future savings to the agency.

**Extra Mile Award:**

Employees must be in their current position for at least one year and be certified before they are eligible for this award.

The manager or supervisor will make a recommendation to their Division Director through a nomination documenting the performance deserving of the award.

The written recommendation from the supervisor to the division director will serve as documentation for the award and will be forward to the Award Committee on a monthly basis prior to their monthly meeting.

A postcard will be sent to each employee that has been awarded an “Extra Mile” award to acknowledge their work and to verify award distribution.

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**Employee of the Year and Manager of the Year:**

Nominations will be made to the Awards Committee for review and final determination of actual award recipients.

The written recommendation from the supervisor to the division director will serve as documentation for the award.

All employees nominated for this award will receive a certificate, a lapel or shirt pin, and recognition at an agency wide gathering.

Final awards will be presented at an agency wide gathering.