The FY2015 Civil Service and Labor Represented (CS/LR) employee Staff Recognition Program is currently available to faculty, supervisors and peer employees who wish to nominate eligible CS/LR staff. The program offers three reward options:

**Quick Shot Award: $25 Gift Card**
- Provides immediate recognition for outstanding performance.
- Requires a single nomination.
- CS/LR employees with 50% or greater appointments are eligible after the completion of three months of department service.
- Undergraduate student employees are eligible after three months of department service.
- Procedure: Submit nominations to livon001@umn.edu with specific information about the employee’s contribution.
- Nominations are accepted throughout the fiscal year, with monthly award distributions. A limited number of awards are available and not every nominee may receive an award.
- Individuals are limited to one Quick Shot award per quarter.

**Contributor Award: $200 Cash Award + Award Certificate**
- Recognizes individual or team efforts for exceptional initiative, a special project/assignment, or exceeding performance expectations.
- Awards are available quarterly.
- Requires a single nomination.
- CS/LR employees with a 50% or greater appointment are eligible after the completion of six months of department service.
- Procedure: Submit nominations to livon001@umn.edu. Nomination letters should provide a detailed explanation of nominee accomplishments and related outcomes.
- Nominations are accepted throughout the fiscal year. A limited number of awards are available and not every nominee may receive an award.
- Individuals are limited to one Contributor Award during the fiscal year.

**Exceptional Achievement Award: $1,000 Cash Award + Plaque + Recognition Luncheon**
- Recognizes consistently exceptional performance and demonstrated outstanding achievement in areas such as patient care, students services improvements, research support, technical and process innovation, streamlining operations or creating system improvements, etc.
- Awards are available after the completion of the 4th Quarter of the fiscal year.
- Require two nominations. A minimum of two letters of recommendation must be received from individuals not having direct supervisory authority of the nominee.
- CS/LR employees with a 50% or greater appointment are eligible after the completion of six months of department service.
- Procedure: Submit nominations to livon001@umn.edu. Nomination letters should provide a detailed explanation of nominee accomplishments and related outcomes.
- Nominations are accepted throughout the fiscal year. A limited number of awards are available and not every nominee may receive an award.
- Individuals are limited to one Exceptional Achievement Award during the fiscal year.

Please contact Cindy Livon-Shragg for assistance with program questions or to facilitate a nomination.