The FY 2020 Department of Medicine Staff Recognition Program is available to faculty, supervisors and peer employees who wish to nominate eligible staff. Civil Service (CS), Labor Represented (LR) and Academic Professional and Administrative (P&A) employee are eligible for all three options.

**Quick Shot Award:** $40 Gift Cards (Undergraduate student employees are eligible for this award)
- Provides immediate recognition for outstanding performance.
- Requires a single nomination.
- CS, LR, P&A and hourly 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.
- 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 and P&A employees with a 50% or greater appointment are eligible after the completion of six months of department service.
- 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
- 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 and P&A employees with a 50% or greater appointment are eligible after the completion of six months of department service.
- 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.

How to nominate: Submit nominations to livon001@umn.edu. Nomination letters should provide the type of award, a detailed explanation of nominee(s) accomplishments, and related outcomes.

If you should have additional questions please contact Cindy Livon-Shragg livon001@umn.edu.