

# University of Illinois at Chicago Employee Recognition Toolkit Brief

*Sponsored by the UIC Office of Human Resources, Department of Organizational Effectiveness*

## Practices to Inspire Motivation in your Department

1. **Say “Thank You.”**
2. **Notice When Someone is Doing the Right Thing.**
3. **Get to Know Employees.**
4. **Allow for Flexibility in the Workday.**
5. **Nominate Staff.**
6. **Professional Development Opportunities.**
7. **Encourage Staff Participation on Campus.**
8. **People Support What They Help Create.**
9. **One Size Does Not Fit All.**
10. **All Staff Deserve Recognition.**
11. **Group Recognition is as Important as Individual Recognition.**
12. **Have Fun!**

## Signs of Low Morale

Low morale may exist among your employees but you may not realize it. Signs of low morale include:

1. *excessive absenteeism or tardiness*
2. *high turnover*
3. *poor work quality*
4. *increasing number of errors in work*
5. *necessity to re-do work frequently*
6. *lack of enthusiasm about work*
7. *jealousy or fighting among staff members*
8. *complaints from customers/students about service*

While some of these may be present without being indicative of a morale problem it is still imperative to address the issues and determine the root causes. Once you determine what is causing the problem, do something to resolve it and show the employee that you care about the situation.

*Adapted from the U.S. Chamber of Commerce.*

## Campus Wide Awards

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### **Award of Merit**

The UIC Award of Merit has been established to provide a mechanism for the campus leadership to recognize, appreciate and honor its outstanding support and academic professional employees. Employees from units which report to University Administration are also eligible if they are based in Chicago. Recipients will receive a UIC Award of Merit memento and a \$2,500 cash award.

[www.uic.edu/depts/hr/Special\\_Programs/departments.html](http://www.uic.edu/depts/hr/Special_Programs/departments.html)

### **Service Recognition Award**

The Service Recognition Award recognizes all staff service rendered to the University in five-year increments. Faculty service is recognized beginning with twenty-five years of service. Service Recognition Awards for 5-20 years of service will be conferred by the individual department's during Employee Recognition Week. Individuals with 25-50 years will be recognized at a campus-wide ceremony held in conjunction with the UIC Award of Merit ceremony.

[www.uic.edu/depts/hr/Special\\_Programs/departments.html](http://www.uic.edu/depts/hr/Special_Programs/departments.html)

### **Retirement Luncheon**

The Retirement Luncheon is held annually and recognizes faculty, academic professional and support staff employees who have retired during the past academic year.

[www.uic.edu/depts/hr/Special\\_Programs/departments.html](http://www.uic.edu/depts/hr/Special_Programs/departments.html)

### **Janice Watkins Award**

This Award recognizes exceptional support staff who demonstrate a dedication to people and excellent work performance. Established in 1975, this award is based on peer review selected from the ranks of the support staff community. Winners receive a pin and a one-time cash award of \$1000.

[www.uic.edu/orgs/sac/](http://www.uic.edu/orgs/sac/)

### **CAPE Award**

The Chancellor's Academic Professional Excellence Award (CAPE) acknowledges the demonstrated excellence of Academic Professional employees (APs). The CAPE Award honors the contributions of individual staff members and encourages the professional growth and achievement of APs at UIC. Academic Professionals are those employees on academic appointment whose positions are designated by the President and the Chancellor as meeting specialized administrative, professional, or technical needs. APs encompass staff other than the ranks of professor, associate professor, assistant professor, and instructor. Winners receive a \$1000 permanent increase to their salary as well as a one-time cash award of \$2000 and a pin.

[www.uic.edu/orgs/apac/cape.htm](http://www.uic.edu/orgs/apac/cape.htm)

### **WOW Award**

The WOW Award is awarded once per month and can be given to any faculty, staff or student who has made a positive impact on UIC. Recipients are surprised in their office by the "WOW Patrol" and are given a certificate, balloon and button.

[www.uic.edu/homeindex/wowaward.shtml](http://www.uic.edu/homeindex/wowaward.shtml)

### **Woman of the Year Award**

Established in 1992, this annual award honors a UIC woman who has consistently worked on women's issues beyond the call of duty and who is an exemplary role model. Winners are honored with a reception officiated by the Chancellor and a cash award of \$1,000.

The award criteria include providing service to women at UIC while on the job, responding to issues affecting women, and offering service to women through voluntarism and public support of women's programs. All UIC women employed by the University (including faculty, academic professionals or civil service with at least a 50% appointment) are eligible for the award. A committee of CCSW officers and former award winners will make the final selection from among the nominees.

[www.uic.edu/depts/ccsw/1\\_ACTIVITIES/WOY\\_WOY.html](http://www.uic.edu/depts/ccsw/1_ACTIVITIES/WOY_WOY.html)

## Medical Center Awards

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### **Class Act Award**

The criterion for the Class Act Award is that an “employee is a role model who continuously demonstrates exceptional competence and compassion in the performance of his/her job responsibilities...an outstanding example of UIC Medical Center’s five values, “Integrity, Innovation, Safety, Accountability and Service Excellence.” Awardees are acknowledged at bimonthly ceremonies held in the hospital’s private dining area and hosted by committee members. The executive hospital director presents a Class Act pin and certificate to each recipient.

### **Caught in the Act Award**

To be eligible for a Caught in the Act Award, an employee either “shows concern for and support of others in performing daily tasks” or “voluntarily provides service beyond the call of duty either on-the-job or in the community.” Recipients are “Caught in the Act” in their departments. Two committee members, accompanied by an EAS member, surprise the recipient with a balloon, an “I Was Caught” pin and a certificate. Two Polaroid photos are taken; one is displayed in the Hall of Fame, and one is presented to the awardees as a keepsake.

### **UIC Medical Center Academy Award**

The employee of the year, the Academy Award recipient, is selected by the employee recognition committee from the year’s Class Act recipients. This employee’s identity is announced at an annual dinner held in honor of the year’s Class Act awardees. This event is referred to as the annual Academy Award Dinner. This annual dinner dance is attended by Class Act winners, their immediate supervisors, administration and the committee.



## 50 Reasons to Appreciate Your Employees

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1. Support
2. Hands that are always willing to help
3. A creative idea
4. Consistent quality work
5. Continuous improvement
6. An extra-mile effort
7. Meeting the goal
8. Surpassing the goal
9. A winning attitude
10. For the smile that is always there
11. Dedication to UIC students, faculty & staff
12. Ethical behavior
13. Cost-conscious behavior
14. Being part of a team
15. Solving a problem
16. Commitment to the customer
17. Responsive and timely service
18. A "whatever it takes" philosophy
19. Strong leadership
20. Having the vision to make it happen
21. Perseverance
22. Big dreams
23. For being fast and efficient
24. Making the commitment
25. For doing everything that is asked
26. Accepting a challenge
27. Seizing the opportunity
28. Overcoming insurmountable odds
29. Doing it right the first time
30. For believing and then succeeding
31. For never quitting
32. Being committed to safety of others
33. Thinking ahead
34. Managing time wisely
35. Motivating others
36. For having superior skills and ability
37. Having the courage to push ahead
38. Always expecting to succeed
39. Outstanding achievement
40. Making tough choices
41. Staying well-read and informed
42. Overcoming fears and failure
43. Always giving of time and effort
44. Attention to detail
45. Being committed to team effort
46. Accepting responsibility
47. Being flexible with changes
48. For blazing new trails
49. For uncommon commitment
50. Loyalty

*Adapted from George Mason University.*