

UIC POLICIES AND PROCEDURES

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Janice Watkins Award For Distinguished Civil Service	04/01/1997	2/18/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To communicate the history and eligibility requirements of the Janice Watkins Award, the annual recognition award for Civil Service employees.

SOURCES AND BACKGROUND

The Janice Watkins Award for Distinguished Civil Service is an accolade given to exceptional Civil Service employees. This award is a memorial to Janice Watkins, an individual who exemplified such service. Janice worked as a supervisor in the Insurance Office on UIC's east Campus and served as a past president of the Staff Advisory Council (SAC).

Following her death in December 1974, the Staff Advisory Council requested that the University establish an award in her honor. The Janice Watkins Award for Distinguished Civil Service was instituted in honor of Janice Watkins and her dedication to her co-workers, fellow employees, and the University community.

APPLICABILITY

Eligible nominees must be full time Civil Service employees at UIC for a minimum or the equivalent of two full time years at the time of nomination. University Administration employees based in Chicago are eligible. Service time may include employment at the UIC regional Rockford campus. Employees located in Peoria are not eligible since the regional campus has its own award program.

Nominees must demonstrate the following characteristics: exhibit a pleasant, warm demeanor; be cooperative; be well informed and provide willing assistance to others; perform required duties completely with diligence and dedication; and participate in auxiliary activities and/or organizations that are beneficial to the well-being of the UIC Campus.

Previous winners of the Janice Watkins Award are not eligible to be nominated for the same award again.

Any employee with disciplinary action on their University employment record within the last five years will not be eligible for the Janice Watkins Award. Information will be verified by UIC Human Resources.

POLICY

The Janice Watkins Award is a peer recognition award that is presented each year to one or more Civil Service employees in recognition of outstanding service. An individual may be nominated by any faculty, staff, or student familiar with the nominee's activities. More than one individual per department

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may be nominated and nominations are kept confidential.

The Janice Watkins Awards are presented each year at a special ceremony hosted by the Staff Advisory Council and are recognized at the Employee Recognition Award Ceremony held each November during Employee Recognition Month.

JANICE WATKINS AWARD TIMELINE

Specific dates are dependent on each calendar year.

- Early May - Nomination Season begins; nomination forms, requirements, and deadlines are communicated to the Campus community.
- Late June – Nomination Season ends; all complete nomination packets are due to Janice Watkins Selection Committee.
- July – Janice Watkins Committee meets to determine final nominations.
- End of July/Early August – Final nominations are sent to the Chancellor for approval.
- Mid-August – Congratulatory communication is sent to approved recipients from the Janice Watkins Committee and the Chancellor.
- November – Recipients are honored at Employee Recognition events.

AWARD CRITERIA

The award will be given to Civil Service support staff employees who exercise the following:

- Exhibit a pleasant, warm demeanor, are very cooperative; are well-informed.
- Provide willing assistance to others.
- Perform their required duties completely with diligence and dedication.
- Provide excellent customer service.
- Extend themselves beyond the performance of their regular duties and participate in campus and community activities or organizations such as: Hospitals, school volunteer, social work, child care, violence prevention, food drives, helping the elderly, mentoring programs, serves as a role model, etc.
- Exhibit genuine care for their fellow human being.
- Respectfully reflect a positive image as an UIC ambassador.
- Be currently employed on campus at time of nomination.
- Be willing to accept the award.
- The nominee must be a full-time Civil Service employee at UIC for a minimum or the equivalent of two full time years at the time of nomination. University Administration employees based in Chicago are eligible. Service time may include employment at the UIC regional Rockford campus. Employees located in Peoria are not eligible since the regional campus has its own award program.

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RESPONSIBILITY

1. Nominator
2. Janice Watkins Committee
3. UIC Human Resources, Business Services/Special Programs
4. Chancellor
5. Janice Watkins Committee

ACTION

- Completes nomination packet and sends to the Janice Watkins Committee.
- Reviews nominations and submits them to UIC Human Resources, Business Services/Special Programs for service eligibility approval.
- Reviews nominations for service eligibility. Works with the HR representative from the nominee's unit and UIC Human Resources, HR Service Center/Records to ensure there is no disciplinary action on the nominee's University employment record within the last five years. Notifies Janice Watkins Committee of approved nominations. Recommends approved nominations to the Chancellor.
- Approves the final nominations and notifies awardees.
- Coordinates Staff Advisory Ceremony to honor recipients.