

3.450 Outstanding Employee of the Year

Effective Date: 03/13/2024

Prior Dates Amended: 02/22/2023

I. PURPOSE

This employee awards program, established by the RCUH Board of Directors, seeks to encourage, recognize, and reward RCUH non-probationary, Regular-status employees who have made demonstrable, significant, and outstanding contributions to their project throughout the past year or years. Employees must be in good standing with RCUH.

II. DEFINITIONS

- A. **NON-PROBATIONARY:** The employee has been employed by the nominating program for at least one (1) year and has passed their initial probation.
- B. **REGULAR-STATUS:** The employee's position was openly recruited.
- C. **GOOD STANDING:** The employee is not on any disciplinary action and has completed all mandatory training requirements.

III. RESPONSIBILITIES

A. Principal Investigator:

1. A Principal Investigator must notify RCUH of their intent to nominate an individual or group of individuals for the award and designate the nomination category. There are three (3) categories for nomination:

Researcher/Project Manager/Professional (exempt Regular-status position)	Project Support Staff (non-exempt Regular-status position)	Team (2-4 staff in exempt and/or non-exempt Regular-status positions)
<p>An employee or team may be nominated in recognition of demonstrable, significant, and outstanding performance, contribution, or achievement to their project, such as:</p> <ul style="list-style-type: none"> • Contribution to the improvement of their project, • Development and implementation of a single unique activity or outstanding accomplishment, • Sustained outstanding performance throughout the past year or years, or • Other outstanding performance. 		

RCUH reserves the right to limit the number of nominations in each category.

2. Upon completion of an eligibility check by RCUH, the Principal Investigator will be provided a nomination form for eligible employees. The Principal Investigator must submit the nomination to RCUH, adhering to the requirements as stated on the current nomination form.
3. The Principal Investigator (or designee) will be the primary contact for any interview, photography, or video requests.

IV. POLICY

- A. RCUH will conduct an annual recognition program to honor all nominees and announce the awardees. This program may be modified or terminated at the discretion of the RCUH Board of Directors.
- B. A Selection Committee will review the nominations and recommend awardees to the RCUH Executive Director. The RCUH Executive Director will determine the final awardees.

The following criteria will be used to evaluate all nominations:

- Initiative taken to develop the achievement or to advance the project.
- Leadership and resourcefulness in implementing the achievement or to advance the project.
- Impact of achievement on the project, professional field, and/or larger community. (PIs are encouraged to use quantifiable data whenever possible.)
- Other information on the importance, significance, and/or quality of the achievement.

C. Awards

1. All nominees will receive a certificate of recognition.
2. Cash awards may be made in each of the three (3) nomination categories.
 - \$1,000: First Place cash award
 - \$500: Second Place cash award
 - \$100: Cash award for all nominees

Team awards for first and second place will be shared equally among team members (e.g., 1st Place team award with 4 nominees: each nominee will receive \$250).

NOTE: Cash awards are considered additional pay and will be subject to payroll taxes per IRS regulations.



V. CONTACT INFORMATION

RCUH Corporate Services Department

Telephone: (808) 956-0516

Email: rcuh@rcuh.com