

# OFFICE OF HUMAN RESOURCES MEMORANDUM

TO: MCCC College Community

FROM: Monise Princilus, Executive Director of Human Resources & Compliance

DATE: April 24, 2019

SUBJECT: 2019 Annual Recognition Awards

**Human Relations and Community Service** 

We cordially invite you to nominate one or two of your colleagues for the 2019 Employee Human Relations and Employee Community Service Awards. The award recipients will be announced at the 2019 Annual Employee Recognition Ceremony immediately following the College Assembly on Thursday, May 16, 2019. Please mark the date.

A nominee for either award must be a full-time MCCC employee for at least two years or a regular part-time employee for at least four years.

#### A. A Human Relations award candidate should be someone who:

- 1. Improves human relations on campus through efforts that surpass regular job performance; with behaviors and attitudes that set a standard for others to emulate;
- 2. Contributes in an extraordinary way to extracurricular student groups, employee programs, associations and activities, or makes a special effort to assist students or staff members; and
- 3. Otherwise promotes positive human interaction, interpersonal understanding, and a vibrant, caring environment at the college.

#### B. A Community Service award candidate should be someone who:

- 1. Improves the local community through service and activities beyond regular job responsibilities; through behaviors and attitudes that set a standard for others to emulate;
- 2. Serves as an outstanding representative of the college in professional or community activities or contributes significantly to the welfare of the community; and
- 3. Leads or participates in extra-curricular community activities which result in a significant benefit to the community.

To nominate a colleague, please complete the following nomination form and return it to the Office of Human Resources by *May 8, 2019*.

### MERCER COUNTY COMMUNITY COLLEGE

In the space below, explain why you consider the nominee's activities or contributions outstanding and worthy of recognition. Describe specific examples of his or her contributions to human relations on campus or community service as defined by the award criteria. Please use additional paper if needed.

## A. EMPLOYEE HUMAN RELATIONS AWARD NOMINATION 2019

	Title or	
Nominee	Position	
B. EMPLOYEE C	OMMUNITY SERVICE AWARD NOMINATION	ON 2019
	Title or	
Nominee	Position	
	l colleague(s) as candidate(s) for the Mercer C s and/or Community Service Award based on	
	Signature of Nominator	Date
	Signature of Nonlinator	Date

Please send your completed form to Kelly Greene AD 101 by Wednesday, May 8, 2019. The Employee Human Relations and Community Service Awards Selection Committee will select the recipients.