

Subject: Classified Employees of the Year - BEACON
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The Beacon Employee of the Year will be selected on an annual basis to recognize an outstanding employee at the University of South Carolina Beaufort. The previous years' recipient or designee will recognize the employee selected during the April Awards Banquet. The recipient will also receive any award or gift that the University Chancellor bestows upon him or her,

Guidelines:

The criteria for selecting the Employee of the Year is as follows:

1. Consistently exceeds job requirements
2. Cooperates with co-workers, students, etc.
3. Illustrates dedication to USCB

Employees are not eligible for nomination for two years after receiving the award.

Employees must work at least 20 hours per week and not work as an adjunct professor.

Procedure:

1. The association will design and distribute a ballot in February/March. The validated ballot will list all eligible employees.
2. The awards Committee will tabulate the ballots. In case of a tie, the Chairperson will distribute a ballot to all members listing the two semi-finalists.
3. The winner will be announced at the Awards Banquet in April.
4. The ballot box will be located in the Admissions Office during the first week in March.
5. The Chairperson of the Awards Committee will submit the name of the Employee of the Year to the Vice Chancellor for Student Development.