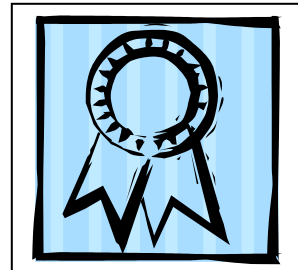


**Department of Housing and Dining Services
University Support Staff (USS) Employee of the Year
Nomination Form**



As part of the University's USS Employee Recognition program, the Department of Housing and Dining Services (HDS) has an opportunity to nominate USS employees for recognition as Kansas State University's USS Employee of the Year. Each K-State college or administrative unit will recognize USS employees equal to the number of USS senators in each college or administrative unit. HDS is part of the Vice President for Student Life unit and up to six employees in this unit may be recognized since there are six USS senators.

The program is designed to recognize an employee's contribution to the objectives of Kansas State University through excellence in performance and service.

Employees of the Year are selected based on either:

- A notable event or achievement that is significant in scope, effort or impact on department operations or service to the campus community, or
- Execution of duties of the position far beyond the service level commonly expected by the employee's customers that is of great benefit to, or reflects highly on, the department and or the university.

The award should indicate achievement well beyond the norm. In general, the minimum required level of achievement should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the award loses significance by being easily attainable. Further information on the award can be found at: <http://www.k-state.edu/hr/managers-supervisors/talent-support/awards.html>

This award recognizes an employee's contribution to the objectives of Kansas State University and their department through excellence in performance and services during the 2017 calendar year. The award should indicate achievement well beyond the norm. Selections will be based on:

- 1) Employed in the department for a minimum of 1 year and not currently serving on the selection committee.
- 2) Employed in a benefits eligible position (full or part-time)
- 3) Significant contributions to the betterment of the department.
- 4) Significant demonstration of the KSU Principles of Community (see reverse).

Please complete nomination form on the reverse side.

K-State Principles of Community

We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.

We affirm the value of human diversity for community.

We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.

We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.

We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.

We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community

<http://www.k-state.edu/about/community.html>

Name of Nominee: _____

Summary of nominee’s contributions during calendar year 2017 (additional information may be submitted via attachment or electronic file). *Nominations without a description of contributions will not be considered.*

Nomination information must be submitted by noon on Thursday, February 15, 2018. Please forward the nomination form to Marlene Kunze Dolan at mkd@ksu.edu or deliver to 114 Pittman. Nominations will be reviewed by the HDS Recognition Committee and recommendations forwarded to the HDS Management Team for final selection.

Nominator (Printed Name)

Signature of Nominator
A signature is required to validate the nomination

Date