

## Special Merit and Performance Award

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Each year, Georgetown Law recognizes employees who have made exceptional contributions to the Law Center: Special Merit Awards are given for long-time excellence and Special Performance Awards are given for contributions made in the preceding year.

Awards are made from Law Center funds and cost departments nothing. The awards provide department heads with the opportunity to recognize valued employees who have saved the Law Center money, exceeded what is required of them, grown significantly in their positions, or made long-term contributions to the Law Center.

Nominating guidelines follow:

- Any member of the community may recommend to any department head that a person in his or her department be considered as a nominee for an award, but only department heads may nominate employees for staff or AAP awards.
- Department heads may nominate more than one employee at a time.
- Please do not nominate anyone for both types of award. The awards are different. If you have a question about which type of award is appropriate for a nominee, please contact Caroline Springer, x9017, cts26@georgetown.edu to discuss before the deadline.
- The committee has the discretion to assign the nominee to the appropriate award.
- Nominations must be kept strictly confidential; failure to keep a nomination confidential may disqualify that nomination. Only nominees' supervisors and department heads should be privy to nominations, and the committee does not accept solicited letters/e-mails of support (although we are glad to see unsolicited communications citing nominees for exemplary performance).
- Lobbying committee members in support of nominations is not permitted. Rather, we encourage nominators to prepare strong nominations – and to keep in mind that the field is very competitive.
- Nominations must include performance reviews for the past two years, along with the job description.
- For Special Performance Awards, a nominee must be in his or her position for at least twelve months prior to February 28, 2019.
- The link to the SharePoint site for department supervisors/heads to upload required documents in Word or PDF format will be sent in an email message.
- **Nominations are due by 5:00 p.m. on Friday, May 10, 2019.** Please note that the nomination process can be rather time-consuming, so please allow yourself plenty of time to write the nomination and to gather the required documents.
- Department heads will be notified of the committee's decision around May 17, 2019.

**SPECIAL MERIT AND SPECIAL PERFORMANCE AWARDS**  
**Award Eligibility, Selection Criteria, and Required Documents**  
(page 2 of 4)

**Special Merit Award:** A salary increase of 5% of base salary (Note: The 5% will replace the % merit given by the department manager.)

**Eligible employees:**

- are not AAPs;
- have more than 24 months of service in their current positions (as of February 28, 2019); and
- meet one or more of the criteria listed below.

**Criteria for Special Merit Award selection:**

- Staff member has demonstrated, on an ongoing basis, significant growth in quality and productivity within his or her current job classification.
- Staff member's performance has often extended beyond the assigned job duties and the level of performance that are regularly or normally required by the job classification.
- Staff member exhibits an unusual long-term commitment and dedication to the goals and missions of the department or the institution as a whole, or has steadily and consistently performed exceptionally well in meeting the requirements of his or her job description.
- Staff member has suggested substantial money- or time-saving ideas that have been implemented and documented.

**Special Performance Award:** A one-time, \$3,000 award for employee performance

**Eligible employees:**

- Staff or AAP status
- have more than 12 months of service in their current positions (as of February 28, 2019);
- have not received an employee award in the past 12 months; and
- meet one or more of the criteria listed below.

**Criteria for Special Performance Award selection:**

- Staff or AAP employee has exceeded his or her job description by performing tasks not included in the job description, whether for a limited or an extended time period.
- Staff or AAP employee has exceeded his or her job description by effectively handling an unusual project of a short-term nature or implementing a new system, neither of which changed the individual's job on a long-term basis.
- Staff or AAP employee has exceeded his or her job description by proposing significant money- or time-saving ideas that have been implemented and documented.

Please provide specific examples in the justification.

**Required documents:**

Please submit the following documents, in Word or PDF format, to the SharePoint site to be provided:

- the nomination form (approvals should be left blank);
- the justification;
- the current Georgetown University position description; and
- the previous two years' performance evaluations.

**Georgetown University Law Center**  
**Nomination for**  
**SPECIAL MERIT AWARD\***  
(page 3 of 4)

Special salary action is requested for \_\_\_\_\_.  
Employee's name

The justification is attached to this request.

\_\_\_\_\_  
Department head signature

\_\_\_\_\_  
Department head title

\_\_\_\_\_  
Date

**Approvals:**

\_\_\_\_\_  
Chair, Staff Awards Committee  
Funding Budget No. CC3012|1701|PP3005|PG999999

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President and Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President for Law Center  
Affairs and Dean of the Law Center

\_\_\_\_\_  
Date

\*Salary increase of 5% of base salary (Note: The 5% will replace the % merit given by the department manager.)

**Georgetown University Law Center**  
**Nomination for**  
**SPECIAL PERFORMANCE AWARD\*\***  
(page 4 of 4)

Special salary action is requested for \_\_\_\_\_.  
Employee's name

The justification is attached to this request.

\_\_\_\_\_  
Department head signature

\_\_\_\_\_  
Department head title

\_\_\_\_\_  
Date

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**Approvals:**

\_\_\_\_\_  
Chair, Staff Awards Committee  
Funding Budget No. CC3011|1701|PP3005|PG999999

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President and Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President for Law Center  
Affairs and Dean of the Law Center

\_\_\_\_\_  
Date

\*\*One-time, \$3,000 award