

Camden County College

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| Procedure Title: CARES (College, Awareness, Recognition, Excellence, Service) Award | CCC CARES Date: February 2022 |
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Purpose

To recognize outstanding contributions by individuals that further the Colleges mission, vision, and core values; and promote a culture of appreciation and foster a spirit of community.

Scope/Applicability

All employees are permitted to nominate and be nominated.

Procedures for CARES Award Nominations

Criteria:

1. Employees recognized under this program will have made a significant contribution to the College or community clearly beyond the scope of the assigned responsibilities and duties of their position under one of the following categories:
 - a. Innovative Idea
 - b. Problem Solving
 - c. Customer Service
 - d. Community/Volunteer ServiceThe contribution should be judged by its impact on productivity, enhancement of the College's public image, financial savings, or improved or increase service to College constituency.
2. The CARES Award will be presented to one individual per month during the academic year. There is no maximum on the number of nominations that can be received, but individuals can only win one award per academic year.
3. Submissions must be received by the 15th of every month. Submissions received later than the 15th will be processed for the next month.

Nomination Process:

1. To nominate a teammate, the online nomination form must be completed and submitted on the CCC Cares website. Nominations must include specific examples regarding the work the nominee has done that resulted in success. Details regarding the nominee's efforts are important for the Committee members in order for them to thoroughly evaluate the submissions. An employee cannot

nominate themselves. An employee can nominate a peer, a direct report, their manager or a senior leader.

2. Submitted nominations are forwarded to the CCC Cares Awards and Recognition Subcommittee for processing.

Selection Process:

1. The CCC Cares Awards and Recognition Subcommittee will ensure that submissions meet all requirements. All nominees will be notified of their nomination and asked for their approval to proceed with the selection process.
2. Nominations that have been validated will be added to a pool of nominees and the finalists will be chosen using a random number generator.
3. The nominees that are not chosen will be added to the pool of nominees for the next month.
4. The recipients of the CARES Award will be announced monthly at the Camden County College Board of Trustees Meeting.

Awards:

1. The CARES Award recipient will be recognized and awarded the following:
 - \$25 gift card
 - Camden County College lapel pin
 - Featured on the “Wall of Fame” section of the CCC Cares Website
2. The CCC Cares Awards and Recognition Subcommittee will work with the Communications Subcommittee to arrange press releases to announce the award winners. Each release will include a photograph of the award recipients and a brief description about each individual’s accomplishments.
3. All nominees will receive a letter recognizing their nomination.