

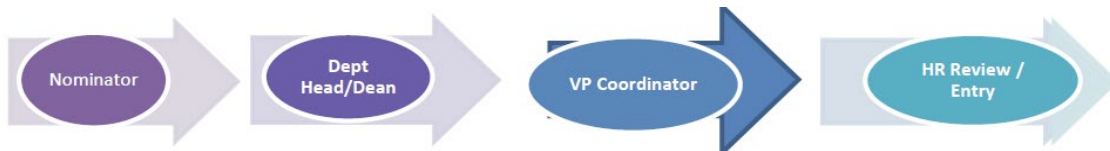


UNT Star Performer Nomination Form

Overview:

The UNT Star Performer Award program provides recognition and incentive, including paid leave, for benefits eligible staff members who have made outstanding contributions to the values of the University. Any staff, faculty, student, administrator, or visitor may submit nominations for this award. Employees may not nominate themselves. The paid leave awarded must be used by the recipient within twelve (12) months of receiving the award hours. Star Performer Award leave hours are not eligible for payment upon termination of employment. Nominations are reviewed by the departments to ensure eligibility requirements are satisfied, approved by department heads, and forwarded to the VP Coordinator prior to review by Human Resources.

Routing the Nomination:



Following the review and approval processes, recipients of the Star Performer Awards and their immediate Supervisor will receive notification of the award from Human Resources. If you have questions regarding the nomination process, please contact **Human Resources** at Anh.LePalomino@untsystem.edu or (940) 565-4363.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

STEP TWO: Nomination Reason - Please describe the employee’s performance and/or achievements and how they have helped meet the values of the University. You may not attach additional pages, please stay within the character restriction of 500.



UNT Star Performer Review/Approval Form (cont'd)

STEP THREE: Department Verification and Approval: - Please provide the information requested below, including the recommended number of hours to be awarded. Forward the original nomination to the VP Coordinator.

APPROVED - NOMINEE MEETS ALL CRITERIA

DENIED - NOMINEE DOES NOT MEET FOLLOWING CRITERIA:

- Has not been in a retirement-eligible staff position for six consecutive months
- Nomination does not provide examples that link performance to the University values
- Has received Formal disciplinary action or performance improvement plan within twelve months of nomination date

Department Head / Dean:

Signature _____

Printed Name _____

Date: _____

Number of hours requested (up to 32 hrs.) _____

STEP FOUR: VP Coordinator and Human Resources Approval - Upon the completion and signature of the VP Coordinator, please forward the original nomination form to Campus Human Resources.

VP Coordinator:

Signature _____

Printed Name _____

Date: _____

APPROVED DENIED – REASON: _____

Number of hours approved (up to 32 hrs.) _____

Human Resources:

Signature _____

Printed Name _____

Date: _____

APPROVED DENIED – REASON: _____

Please note: During the Human Resources review and approval process, any discrepancies will be sent back to department with the VP Coordinator on copy via email.

For more information on the nomination, review and approval process, please contact **Human Resources** at Anh.LePalomino@untsystem.edu or (940) 565-4363