

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 5-138

1 May 2024

**EMPLOYEE AND TEAM OF THE YEAR PROGRAM**

**1. PURPOSE**

The Citadel is committed to recognizing the excellence of its employees. It supports the identification of employees who perform their current job duties above and beyond the requirements of their daily duties. This memorandum sets forth The Citadel's policy for providing continuing recognition for superior performance by Citadel employees through The Employee of the Year (EOY) and The Team of the Year (TOY) program.

**2. REFERENCE**

South Carolina Code Title 8-11-920: State Officers and Employees

**3. DEFINITIONS**

N/A

**4. POLICY**

A. Employee of the Year (EOY) general eligibility and criteria are listed in Annex A.

B. Team of the Year (TOY) general eligibility and criteria are listed in Annex B.

C. Procedures for both the Employee and Team of the Year and awards are listed at Annex C.

**5. COMPLIANCE**

Failure to comply with this policy may result in disciplinary action.

**6. NOTES**

**A. Dates of official enactment and amendments:**

Approved by the Vice President for Finance on 1 May 2024

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT

**B. Responsible Department:**

Human Resources in collaboration with Staff Council

**C. Responsible Official:**

Chief Human Resources Officer

**D. Cross References**

N/A

**7. RESCISSION**

All prior versions of this Memorandum are rescinded.

**8. REVIEW**

Review this policy on a biennial basis

OFFICIAL

PREETHI SAINT  
Colonel, SCM  
Chief Financial Officer & Vice President

Attachment

- [Annex A](#), Employee of the Year General Eligibility and Criteria
- [Annex B](#), Team of the Year General Eligibility and Criteria
- [Annex C](#), Procedures

Annex A  
Employee of the Year General Eligibility and Criteria

**1. GENERAL ELIGIBILITY for Employee of the Year:**

- A. All program areas are encouraged to nominate at least one candidate.
- B. Faculty, students and temporary employees are not eligible for nomination.
- C. Candidates must have at least two (2) years of continuous employment with The Citadel as of the first day of current year of competition for consideration.
- D. Candidates must have an overall Exceptional rating on their most current Employee Performance Management System (EPMS) evaluation at the time of nomination.
- E. Candidates must have a specific or sustained accomplishment that exceeds normal expectations.
- F. Candidates must not have been named Employee of the Year within the past five (5) years.

**2. CRITERIA for Employee of the Year:**

- A. Potential candidates must be nominated using the Employee of the Year Award Nomination Form and the Employee of the Year Supplemental Nomination Form. These two documents make up the nomination packet. No other documentation will be accepted or considered.
- B. The nomination packet may be initiated by any individual witnessing the specific or sustained accomplishment.
- C. The nomination packet must contain the original signature of the nominator and be routed through the candidate's chain of command and Vice President.
- D. All nomination packets must arrive at Human Resources no later than two weeks after nominations open for submission.

Annex B  
Team of the Year General Eligibility and Criteria

**1. GENERAL ELIGIBILITY for Team of the Year:**

- A. All program areas are encouraged to nominate at least one team each year.
- B. Teams may contain a combination of classified and unclassified employees. Contractors and students are not eligible for nomination.
- C. A team consists of a minimum of three individuals working on a project sponsored by one or more departments.
- D. Team projects must begin and end during the current Fiscal Year (1 July – 30 June).
- E. Nominations are based on:
  - 1. Improving the Citadel environment (work, classroom, infrastructure etc.).
  - 2. Improving service to students.
  - 3. Developing and implementing cost saving measures.
- F. Candidates must not have been named Team of the Year within the past five (5) years.

**2. CRITERIA for Team of the Year:**

- A. Potential candidates must be nominated using the Team of the Year Award Nomination Form and the Team of the Year Supplemental Nomination Form. These two documents make up the nomination packet. No other documentation will be accepted or considered.
- B. The nomination packet may be initiated by any individual witnessing the specific accomplishment.
- C. The nomination packet must contain the original signature of the nominator and be routed through the candidates' immediate supervisor and Vice President.
- D. All nomination packets must arrive at Human Resources no later than two weeks after nominations open for submission.

## Annex C Procedures and Awards

### 1. Procedure:

- A. Staff Council, in collaboration with the HR Representative, will ensure a fair and equitable designation process
  - 1. A representative from each Vice President area will be including in the voting body for both awards
  - 2. The Human Resources Representative will serve as the coordinator and recorder
  - 3. Human Resources will verify eligibility for all nominees
  - 4. Human Resources will maintain all files and coordinate all awards

### 2. Awards

- A. Employee of the Year will receive as a minimum (pending funding availability)
  - 1. A one-time \$1,500 stipend, and
  - 2. Two (2) Citadel season football tickets, and
  - 3. Designated Reserve parking space on campus, and
  - 4. Recognition at Employee Appreciation Day, and
  - 5. Plaque awarded by the President of The Citadel.
- B. Team of the Year members will receive as a minimum (pending funding availability)
  - 1. Lunch with the President of The Citadel.
  - 2. Appropriate certificate for each member of the team.