Skagit Valley College Foundation

PUGET SOUND ENERGY STAFF EXCELLENCE AWARD

ELIGIBILITY REQUIREMENTS:
Nominees must be permanent classified or exempt employees of the Skagit Valley College district.

NOMINATION PROCESS:
Nominations for the PSE Staff Excellence Award will be requested each year funds are available. The Director of the Foundation will serve as the contact person and will be responsible for the collection and distribution of completed nomination forms.

SUBMISSION:
Nominations must be submitted online prior to the deadline. The deadline for submission will be 5:00 p.m. on the last weekday of April each year. The Foundation Office will forward nominations to the PSE Staff Excellence Award Selection Committee for consideration.

SELECTION PROCESS:
One award recipient will be selected from each of the two employee groups, exempt and classified. Selections will occur in time for the awards to be presented at Spring Celebration. Winners will also be announced at the graduation ceremony for their respective campus.

AWARD:
Recipients will each receive a certificate and a monetary award from the Foundation. (In the initial year, 2010, each award shall be for $500).

COMMITTEE:
The PSE Staff Excellence Award Selection Committee shall be composed of a Foundation Board member (selected by the President of the Board), a Foundation staff member (selected by the Director), 3 classified and 3 exempt staff (2 from MV and 1 from WIC from each of the 2 employee groups). Each year's award winners shall serve on the following year's selection Committee. The classified staff union and the exempt employees will select the other two members of the Committee from their respective groups so that the geographic representation remains the same (2 MV, 1 WIC).

The Committee shall review each year's nominations and select award recipients.