

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Traditions of Excellence Award (TEA)

NUMBER: **Policy IV- 15** (Formerly Policy IV-B-03)

The Traditions of Excellence Award (TEA) provides special recognition to Career Service employees who demonstrate a high level of achievement and dedication to the Career Service organization and to the School of Mines.

1. The TEA will be awarded to Career Service employees who have shown exemplary initiative and dedication in their respective job applications. Career Service employees can be nominated by students, faculty, staff, or other Career Service employees.
2. All Career Service employees, except members of the current Career Service Council, are eligible to receive the TEA.
3. The recipients of the TEA will distinguish themselves by:
 - A. Performing assigned duties at a high level or above and beyond expectations.
 - B. Taking initiative to promote the concept of successful job completion.
 - C. Promotion of positive working relationships with students, faculty, and staff.
4. All nominations for the TEA will be given to the Human Resources Office on the attached form, or by electronic means. These nominations will then be given to the Career Service Council.
5. Names of those who make nominations for this award and the names of the unselected nominees will be kept confidential.
6. The Career Service Council, in its capacity as an elected body to represent the Career Service employees, will review all nominations. It would be their intent to choose one employee per month to receive this award. Nominations of Career Service employees who are not selected for the month will carry over to the following month(s) for consideration for a one-year period.

7. Recipients of the TEA will be recognized at the general membership meetings of the Career Service organization held during the months of February, April, June, August, October & December.
8. A recipient of the TEA is not eligible to receive this Award more than once during a twelve-month period.

