



**Rochester**  
COMMUNITY AND TECHNICAL  
**College**

## **ACHIEVEMENT AWARD POLICY AND PROCEDURES** for Employees Covered by the Commissioner's Plan, Minnesota Association of Professional Employees, Middle Management Association, and Managerial Plans (RCTC Procedure )

RCTC officially requests nominations for monetary achievement awards from supervisors of employees and/or teams covered by the eligible bargaining agreements and personnel plans.

Supervisors will submit written nominations for those employees/teams whom they believe should receive an award. For an individual award, the employee must have a minimum of six months of service in the position for which they are nominated, and must have received a performance review within the last year showing above satisfactory performance. The nomination should indicate how the employee or team has met one or more of the following criteria:

- Performance far exceeding expectations;
- Willingness to take on additional assignments;
- Demonstrated leadership;
- Outstanding customer service;
- Cost Savings;
- Development and implementation of new programs or processes.

The Chief Human Resources Officer will provide to the Cabinet with information on the amounts eligible to be distributed based on the parameters contained in each contract or plan. The Chief Human Resources Officer will also review nominations for basic eligibility.

The Cabinet will review nominations and determine which, if any, of the nominated employees should receive an Achievement Award for performance during the prior calendar year and the amounts of each award.

**ACHIEVEMENT AWARD NOMINATION FORM** - the form may be completed on-line, printed, and forwarded to the appropriate individual.