



WYTHEVILLE COMMUNITY COLLEGE

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MEMORANDUM

TO: WCC Full- and Part-time Employees

From: Linda R. Nye
Human Resource Manager

Date: March 23, 2010

Subject: Selection of Support Staff Employee of the Year (2009-10)

As a part of the Support Staff Employee Recognition Program, Wytheville Community College recognizes a "Support Staff Employee of the Year" whose work and contributions to WCC are exemplary, based on, but not limited to the following criteria: job performance, job knowledge and skills, cooperation, dependability, loyalty, attitude, integrity, personality, and relations with fellow employees, students and/or the public. All full- or part-time support staff who have completed at least six months of employment at WCC are eligible to be recipients.

Any current WCC employee or student is encouraged to submit nominations for the Support Staff Employee of the Year. Attached is a nomination form and listing of eligible employees. If you wish to submit a nomination, please **complete the nomination form and return the completed form to the President's Office by Friday, April 9, 2010**. A five-member ad hoc committee appointed by the President will screen the nominations and select a recipient. The employee receiving the award will be recognized at the End-of-Year Faculty/Staff meeting. A plaque will be presented to the recipient and news releases will be sent to the local newspaper and college newspaper detailing the accomplishments of the recipient.

If you have any questions concerning this process, please do not hesitate to let me know.

Attachments