

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 607

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STAFF ACHIEVEMENT AWARDS

Reviewed and
Reissued 4/15/03

Program Objectives

To create a formal mechanism that recognizes and rewards ALA employees for their contributions and achievements which help to move the Association toward the fulfillment of its mission and goals as follows.

- A. Enhances the quality or quantity of services to the membership and library profession in an effort to meet the growing needs of the profession.
- B. Creates an organizational atmosphere which recognizes and rewards employees for their contributions in attainment of the Association's mission and goals.

Eligibility

All regular employees may nominate another employee.

Self-nominations are accepted.

All regular ALA employees, except senior management are eligible to participate in the program.

Nominated employees must have a minimum of one year of service with the Association.

The current year's winner is not eligible for the next three award cycles.

Achievement Selection Committee

The Achievement Selection Committee is appointed by the senior management group; and the chairperson is appointed by the Executive Director for a two-year term.

Members of the Achievement Selection Committee are appointed for one year and will serve for an

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A member of the Human Resources Department will be a standing committee member.

Categories of Nomination

Nominees will be nominated for their achievements of excellence in one or more of the following areas:

- A. One-time special, outstanding or unique achievement which occurred in prior year.
- B. Submitting an idea that, when implemented, resulted in significant and measurable savings or increased revenues.
- C. Demonstrating Customer Service Excellence in the delivery of services to members/customers/partners.
- D. Introducing/suggesting a significant improvement in member or customer services.
- E. Introducing/suggesting a way to improve staff morale or provide benefit to ALA staff.
- H. Other extraordinary effort deserving special recognition.

Calendar

- 1) Staff Achievement Award Committee will be appointed early January.
- 2) Nominations for committee members – late January.
- 3) Mid-February – first committee meeting.
- 4) Mid-March – Second Committee meeting; send final selection to Executive director. Spring Board Meeting – Presentation of Awards (Annually)

Nomination Procedures

Nominations should be received, utilizing the ALA Achievement Awards Program

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utilizing the ALA Achievement Awards Program Nomination Form (Exhibit A), by Human Resources and the Chair of the Staff Achievement Award Committee by January 31 of each year for consideration by the Committee.

Persons may submit only one nomination for each of the Recognition Categories.

Number of Winners

Employees of the Year may be either exempt or non-exempt. There is only one winner each year.

Award

Commemorative plaque, round-trip airfare for two to anywhere in the continental United States and a \$500.00 cash award. Name placed on Annual Staff Achievement Awards plaque at ALA.