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## Overview

The Staff Advisory Council (SAC) Finest of the Flock (FOTF) is an award that acknowledges staff members (A&P and SP) for exhibiting exceptional efforts that reflect the values and mission of Florida Gulf Coast University. Finest of the Flock provides a method for informal peer-to-peer acknowledgement of achievements by staff and a means for publicly announcing such accomplishments to the broader University community.

Finest of the Flock recognizes employees who have contributed to the benefit of FGCU, student(s), co-worker(s), guest(s), the community, and other volunteer or service organizations. The award specifically targets the areas of service, innovation, and collaboration. The activity or activities for which the staff member is being recognized should **demonstrate excellence or exceed the employee's normal job responsibilities** to the best of the nominator's knowledge. Nominators can be anyone who interacts with the employee; whether employee, student, vendor, or community member.

SAC is committed to Finest of the Flock as a peer-to-peer recognition program and is intended to be a reflection of the appreciation from a peer for an action, accomplishment, service, innovation, or other special event deserving of praise. The Finest of the Flock award is not related to an employee's performance evaluation and may not be reflective of an employee's overall performance. Please note that all nominations received by the 15th of the month will be recognized in the following month's SAC meeting.

## Eligibility

### Nominator Eligibility:

- The nominator may utilize any specific action, accomplishment, service, innovation, or other special event deserving of praise that has occurred within the preceding month.
- The nominator must provide a detailed reason, not to exceed 250 words, as to why they have nominated the individual for the Finest of Flock.
  - Special note: the nomination should not be praise for a job well on everyday job duties, however, it should be because the individual went above and beyond or stepped outside their area to complete a task or help a student, etc.
- The nominator may only submit 1 (one) nomination per calendar month.
  - Special note: Nomination can only be submitted for individuals. A nomination for departments, areas, etc. will result in disqualification of nomination.

### Nominee Eligibility:

- Nominees must be a current Administrative and Professional (A&P) or Support Personnel (SP) staff member employed at FGCU.
- There is no limit to how many nominations an individual can receive.

## Nomination Requirements

- Nominators name and email address.
- Nominees name and email address.
- Description of the specific action, accomplishment, service, innovation, or other special event deserving of praise outside of the individual's regular job duties.

## Award Criteria

The Finest of the Flock is a peer-to-peer recognition program.. SAC does however, reserve the right to prohibit an award should the content of the nomination be inappropriate or otherwise insincere and unworthy of award (Ex. Finest of the Flock nominations cannot be used as a tool to bully people into behaviors; and fake nominees such as 'Donald Duck' will never receive their awards).

From the full group of nominees one will be chosen as the “Finest of the Flock”. With this process there will be a different “Finest of the Flock” each month (a nominee may not win twice within the same fiscal year). The voting members of the SAC Employee Recognition Committee will consist of FGCU staff members who are also current SAC Representatives as well as the previous month’s “Finest of the Flock”. A voting member who is also a nominee for “Finest of the Flock” may not participate in that month’s voting. If the Employee Recognition Committee cannot agree the SAC Officers will join that month’s voting to resolve the gridlock.

All complete nominations are reviewed by voting members of the SAC Employee Recognition Committee and scored for each of the materials on a scale from 0-4. Applications are ranked from highest to lowest score, the highest score being the “Finest of the Flock”. Below are the current metrics for analyzing “Finest of the Flock” nominations.

4 = Nomination information is exceptionally thorough and clearly states the impact of the specific action, accomplishment, service, innovation, or other special event deserving of praise.

3 = Nomination information provides all required materials and states the impact of the specific action, accomplishment, service, innovation, or other special event deserving of praise.

2 = Nomination information includes all required materials but does not clearly state the impact of the specific action, accomplishment, service, innovation, or other special event deserving of praise

1 = Nomination is missing required information.

0 = Nomination information is missing information and/or does not pertain to a specific action, accomplishment, service, innovation, or other special event deserving of praise.

### The “Finest of the Flock” will:

- Be recognized verbally prior to the beginning of each SAC meeting;
- Be recognized with a framed certificate highlighting their “Finest of the Flock” award;
- Be recognized with a “Finest of the Flock” lapel pin;
- Receive two (2) free entries to SOVI Dining, a refillable Campus Dining mug, a gift from a local or campus business, and your name will be entered in to drawing to win an annual parking pass.
- Have their nomination story shared on social media and in the monthly SAC all staff emails. Sit on selection committee to assist in choosing the Finest of the Flock for the following month.