



Employee of the Month Recognition

Facilities

The employee of the month recognition highlights the outstanding work of a facilities employee who demonstrates the mission of George Mason University Facilities. We are the technical and business experts of choice in terms of all facilities related issues, with the total trust and confidence of our students, faculty, and staff.

Our mission is to ensure a quality physical environment supporting the mission of the University; a recognized innovative and inclusive academic community.

Guidelines

- Anyone can nominate an employee.
- Nominations are due by the 20th of the month.
- The nominee may be an administrative faculty or classified employee with at least six months of service.
- Complete this form and describe why the nominee merits being named employee of the month.
- Nominations are reviewed by facilities human resources with input from an employee committee.

Name of Nominee:	
Department:	
Position:	
Nominated by:	Date:

Explain why the nominee should be recognized and how they support the mission. Include specific details of their work or performance. In addition to your nomination, you may include additional support letters from colleagues, supervisor(s), customers, or students.

Recognition Reward

The employee of the month will receive two bonus days of leave, an employee of the month polo shirt, \$250 bonus (before taxes), employee of the month parking space, \$50 gift card, and a beautiful plaque.

Process

- Complete the paper or electronic nomination form and return to [Emeka Ezidinma](#) or any member of the Facilities HR team.
- Paper forms are available at the reception desks in Facilities Admin. and Facilities Mgmt.
- Nominations are due by the 20th of the month. Forms turned in after the 20th, may be considered for future nominations.