What? The Distinguished Staff Award and the Staff Career Award Information.

Who? Although any ETSU employee may nominate staff members for the awards ONLY ETSU STAFF MEMBERS are eligible to receive a Distinguished Staff Award or the Staff Career Award. The awards are categorized in accordance with the ETSU EEOC categories:

- **EEOC - 10 Executive, Administrative, Managerial**
  This category includes all officers holding such titles as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as Assoc Dean, Assistant Dean, Executive Officer.

- **EEOC - 30 Professional Non-Faculty**
  Most Directors, Managers, Counselors, Coaches, Coordinators, Administrative Assistants, Accountants, Specialists, Researchers, Teachers (Childcare), Analysts, Assistant Directors, Nurses, and any other administrative level employee not classified as EEOC 10.

- **EEOC - 40 Clerical and Secretarial**
  This category includes all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. This includes executive aides, bookkeepers, stenographers, clerk typists, office-machine operators, statistical clerks, payroll clerks and library clerks.

- **EEOC - 50 Technical and Paraprofessional**
  This category includes all persons whose assignments require specialized knowledge or skills. This includes computer operators, drafters, engineering aides, mathematical aides, licensed, practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, tech illustrators and technicians.

- **EEOC - 60 Skilled Crafts**
  This category includes electricians, plumbers, painters, carpenters, etc.

- **EEOC - 70 Maintenance**
  This category includes those whose duties result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of building, facilities or grounds of the institutional property. This includes truck drivers, bus drivers, garage laborers, custodial personnel, gardener and groundkeepers, refuse collectors, construction workers, and security personnel.

Where? Staff Awards are announced each year at the annual Staff Picnic held at the Amphitheater. This year’s picnic will be held on Friday, May 23rd.

When? This year the nomination period begins on **Monday, April 14, 2014** and ends **Friday, April 25, 2014**.

Why? ETSU staff members are vital to the success of our university and extraordinary staff deserve recognition!

FYI! The recipients of the Distinguished Staff Awards and the Staff Career Award receive $2,000 courtesy of the ETSU Foundation, a plaque from Staff Senate and public recognition at the Annual Staff Picnic from ETSU President, Dr. Brian Noland, ETSU’s Staff Senate and all who attend.

How? For additional information and links to the nomination forms, please go to the webpage below.

http://www.etsu.edu/staffsenate/staffawards/nominations.aspx