

# Distinguished Staff Awards 2016-2017

## Frequently Asked Questions

**What?** The Distinguished ETSU Staff Awards

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



**Where?** Staff Awards are announced each year at the annual Staff Picnic

**The date for the 2017 Staff Picnic is Friday, May 12th, beginning @ noon**

**When?** Nominations can be received **Monday, April 10th through Friday, April 21st, 2017**

### **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, Assist 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, dietitians, 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 ground-keepers, refuse collectors, construction workers, and security personnel.

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

**FYI!** The recipients of the Distinguished Staff Awards 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 about Staff Senate and a link to the nomination form, please visit the ETSU Staff Senate webpage:

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