



**WILLIAM & MARY**

CHARTERED 1693

Office of the Associate Vice President for Facilities Management  
P.O. Box 8795  
Williamsburg, VA 23187-8795  
(757) 221-2275

## **DIRECTIVE 210**

**TITLE:** Facilities Management Recognition Program

**EFFECTIVE DATE:** July 31, 2023

**REVISION OF:** This replaces the version dated August 8, 2019.

### **I. Scope:**

This policy applies to all Facilities Management (FM) staff members.

### **II. Purpose:**

To recognize efforts of FM staff who contribute to achieving the FM vision of being an exceptional facilities management organization as evidenced by

- a capable, motivated workforce with high morale
- efficient business practices and modern tools and equipment
- respect from stakeholders and peers
- a beautiful, well maintained and highly functional campus

### **III. Policy:**

Leaders within FM will recognize FM staff members whose performance and behavior:

- Exemplify FM's commitment to create, maintain and continuously improve the physical environment at W&M to enable excellence in teaching, research and public service, and
- Demonstrate FM values of service, integrity, professionalism, teamwork and safety.

This program is based on the Commonwealth of Virginia's Employee Recognition Programs policy and related W & M policies and procedures. Unless restricted by commonwealth and university policies, this program generally applies to operational,

classified, and professional staff, full time, temporary, and hourly employees. An employee is eligible to receive the maximum monetary award.

#### IV. Process:

1. Recognition of both individuals and teams may be for
  - A special project and/or achievement
  - Outstanding achievement
  - Consistently demonstrating the organization's mission and values
  - Sustained outstanding performance
  - Innovation
  - Cost savings to the organization
  - Exceeding customer service expectations
  - Exceptional teamwork
  
2. The FM recognition program is organized into two tiers based on the degree that an individual or team's behavior and/or performance advances FM towards achievement of its vision.

Tier	Description	Approval Authority
1	Recognition of broader performance or behavior. Examples include: <ul style="list-style-type: none"> <li>• Bonus up to \$500</li> </ul>	AVP FM
2	Recognition of significant or sustained contributions. Examples include: <ul style="list-style-type: none"> <li>• Bonus up to maximum limit</li> <li>• Duke Award Nomination</li> </ul>	Senior VP F&A or above

3. Any member of the W & M community may nominate a member of or team within the FM staff for their efforts using the W&M Personnel Action Form.
4. For individual recognition, nominations are routed through the individual's organizational chain up to the approving authority.
5. For team recognition, nominations are routed through the appropriate FM directors and then up the organizational chain to the approving authority.
6. FM departments are encouraged to identify additional recognition options within the general framework of this directive.
7. These awards are in addition to the Service Awards that are presented in recognition of years of service to the commonwealth.

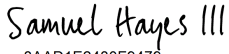
#### V. Attachments:

William & Mary Personnel Action Form

**VI. Approval, amendment, and guidance:**

This policy was approved by the Chief Facilities Officer of Facilities Management. The Business Affairs Human Resource Consultant interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

DocuSigned by:

  
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Samuel Hayes, III  
Chief Facilities Officer  
Facilities Management