

Exempt Recognition Committee Bylaws

Official Name

Exempt Recognition Committee

Purpose

The purpose of the Exempt Recognition Committee is to support recognition of Exempt staff at Lower Columbia College.

Governance

The work of the Exempt Recognition Committee is overseen by Human Resources.

Authority

The committee creates events & activities, shares information, and breaks a tie of votes for an award recipient. The overarching goal is to recognize the hard work and dedication of Exempt staff.

Members

The Exempt Recognition Committee will have a member cap of 6 and consists of a representative from the College's Board of Trustees, a representative from the Human Resources (HR) department and the previous Exempt Award Recipients for the following: Sunshine Award, RA Award, Extra Mile Award, True Blue Award. The HR representative will serve as the coordinator and lead the Exempt Recognition Committee.

Sub-committees

There are no sub-committees.

Service

The HR representative and the College's Board of Trustees representative do not have a specified service term. The other members will serve one fiscal year on the committee and will be replaced with the new award recipients on an annual basis at the beginning of each fiscal year.

Meetings

Committee meetings will be held at least once per year. Committee members will discuss the Exempt staff nominations and/or other Exempt recognition business.

Operating Procedures

New ideas and/or activities will be implemented only if the majority of members at the meeting are in favor of that particular item and they are in compliance with LCC policies and procedures and the Collective Bargaining Agreement.

- Funding – Funds for Exempt Employee Recognition are from the Lower Columbia College Foundation. Expenses incurred go through the Foundation.
- Quarterly Awards – Surveys are distributed for campus nominations quarterly.
- Employee of the Year – The Employee of the Year is selected from quarterly winners through a campus vote in spring quarter.

Process

- The HR representative prepares a quarterly/yearly award survey to go out to campus via email to collect nominations
 - The quarterly award survey consist of open nominations for Exempt employees
 - The yearly award consist of the 4 quarterly award recipients who become finalists for the Employee of the Year award
 - Executive Leadership Team members shall be ineligible to receive any of the quarterly or yearly exempt awards.
- The survey is left open for a minimum of two weeks
- Once the survey closes, the HR representative compiles the votes and shares the results with the committee
- Award certificates are printed and framed for the winner and handed out by the president quarterly/yearly
- The winner receives:
 - Quarterly recipient – a check from the Foundation
 - Yearly recipient – a check from the Foundation and the coveted reserved parking spot for one year.

Relevant Accreditation Standards, Policies, and/or Publications

- None

Minutes

Each member may keep written records of meetings.

Process for Amending Bylaws

Bylaws may be amended at any time by a majority vote of membership.

APPROVED BY THE EXEMPT RECOGNITION COMMITTEE ON FEBRUARY 26, 2019.

APPROVED BY THE EXECUTIVE LEADERSHIP TEAM ON FEBRUARY 27, 2019.