

EMPLOYEE INNOVATION AWARD

- The Employee Innovation Award recognizes full-time A&P and USPS FBO employees, who through creativity and ingenuity, present solutions to problems, save resources, create efficiencies and/or positively impact the way FBO or the university conducts business. The award(s) will be presented at
- the end of the calendar year for innovations that were implemented the previous year and tracked over the current year.

Staff members are invited to submit their innovation for review by the Employee Recognition Committee (ERC) and the FBO Leadership Team. Team submissions are welcome.

AWARD CRITERIA

Submissions will be reviewed for:

1. **Productivity Improvement:** provide the same level of service at a lower cost, provide a higher level of service at the same cost, avoid or reduce future cost, increase efficiency, and/or improve sustainability.
2. **Impact:** the influence on the organization.
3. **Innovation:** creative approach to providing or improving service, or addressing a challenge.

HOW TO APPLY

Complete an Award Nomination Form and submit to fboemplrec@ucf.edu, along with all supporting documentation. Applications may be submitted throughout the year **but must be received no later than October 1 to allow adequate time for evaluation.**

The ERC WILL:

- Review applications to ensure eligibility criteria is met.
- Forward the application to the applicable Assistant Vice President for confirmation and comments.
- Evaluate the project in accordance with the established criteria (Productivity Improvement, Impact and Innovation).
- Forward submissions to the FBO Leadership Team for final disposition.

AWARD

- Innovator of the Year may be awarded up to \$2,500, to be presented at the end-of-the-year staff celebration.
- The ERC and the FBO Leadership Team have discretion over how to assign awards.