

Labette Community College Special Employee Recognition Procedure

Providing recognition for those who live out the ideal of the QBQ “Question Behind the Question” in their everyday work life. These are individuals who demonstrate the following traits in how they do their job:

- Practice personal accountability for their own thinking and behavior and the results that they provide.
- Ask the question behind the question.
- Being a role model to those around them.

For individuals to be considered for recognition they must be nominated by another employee and have that nomination confirmed by their immediate supervisor. No anonymous forms will be considered. Or if a supervisor feels they have an employee who deserves the recognition they may make the nomination on their own.

Examples of the questions employees might ask themselves in order to demonstrate accountability and seeking ownership in a situation are:

1. How does _____ adapt to the changing world?
2. How does _____ help?
3. What does _____ do to understand other people’s challenges and frustrations?
4. How _____ became part of the solution?
5. What _____ do today to excel at their work?
6. What does _____ do to develop themselves? (Specify either professionally, personally, or other. If other, please specify). The employee’s supervisor should answer this question.

The nomination should include complete answers as to why the individual is being nominated using the criteria and questions 1 to 5 outlined above as verification of the nomination. The nominee’s supervisor would need to answer question 6 above and sign the form.

The Employee Recognition Committee will review all nominations received and each month someone will be chosen as a recipient. The recipient will receive their choice of a Cardinal Lunch Punch Card or gift certificate to the Bookstore (\$20 in value), their picture on the LCC homepage (unless a disclaimer is on file in the Public Relations office), and use of a designated parking space in the northwest lot at 13th & Broadway.

The Director of Human Resources will chair the Employee Recognition Committee and the committee will consist of one member from each employee classification Faculty, Professional and Educational Support Staff personnel.