

The Clifford T. Crouch Excellence In Service Award

**KSI Staff of the Quarter &
Staff of the Year**

2025-2026 Framework

The Clifford T. Crouch Excellence In Service Award - KSI Staff of the Quarter & Staff of the Year Recognition Framework

Purpose

To recognize and celebrate staff members who exemplify outstanding performance, dedication, and positive impact in the workplace. This initiative promotes morale, motivation, and a culture of appreciation.

Nomination Process (Quarterly)

Timeline

- Quarters:
 - Q1: July - September
 - Q2: October - December
 - Q3: January - March
 - Q4: April - June
- Nominations due for each quarter (by 11:59 pm):
 - Q1: August 29, 2025
 - Q2: November 26, 2025
 - Q3: February 27, 2026
 - Q4: May 29, 2026
- Staff members may be nominated more than once.
- Staff members who are nominated but not selected for a quarterly award will automatically remain in consideration for future quarters within the same year. However, at the start of a new award cycle, all nominations reset. To be considered for awards in the new year, individuals must be nominated again, regardless of any prior year's nominations.

Who Is Eligible (Staff listed below who are in good standing and have worked for KSI at least six months)

- Cafeteria Staff
- Case Managers
- Custodians
- Direct Support Professionals
- Drivers
- Work Crew Supervisors

* Staff members who receive the Staff of the Year award are not eligible to win another quarterly award for a period of **three years** following their win. However, they may still be nominated during this time—they simply will not be eligible to be selected as a winner until the three-year period has passed.

Who Can Nominate

- Peers
- Program participants
- Participant family members or guardians
- Supervisors

Nomination Form Includes

- Name of nominee
- Department/program
- Name of nominator and relationship to nominee
- Short narrative (3-5 sentences) answering:
 - How has this staff member gone above and beyond?
 - How do they positively impact participants and coworkers?

How to Nominate

- [The Clifford T. Crouch Excellence In Service Award - KSI Staff of the Quarter Nomination Form](#)
- Paper & pencil form that one can obtain from our receptionist



Selection Process (Quarterly) Selection Committee

- HR Manager
- Director of Mission Advancement
- One Participant (rotated yearly)
- Two Additional Staff Members (to be determined)
- Former Staff of the Year (to start in 2026-2027 recognition year)
- Optional: A Family Member

Evaluation Criteria

- Commitment to Participants
 - Demonstrates compassion, respect, and dedication to the individuals served. Builds meaningful connections and supports participant growth.
- Teamwork & Collaboration
 - Works positively with coworkers, shares knowledge, and fosters a supportive team environment.
- Initiative & Problem-Solving
 - Takes proactive steps to improve processes and solve challenges, supporting both clients and coworkers.
- Reliability & Professionalism
 - Consistently dependable, punctual, and professional. Completes duties responsibly and with integrity.
- Positive Attitude & Energy
 - Brings a positive, flexible, and encouraging presence to the workplace, boosting morale and creating a welcoming environment.
- Embodying Organizational Values
 - Demonstrates the core values of the organization (e.g., inclusion, dignity, respect, empowerment) in words and actions.
- Professional Growth & Learning
 - Invests in personal and professional development by pursuing training, asking questions, applying new skills, and showing a desire to grow.

Recognition

- Announcement of quarterly winner at the “Party Parade”
- Certificate
- Day off with pay
- Designated parking space for the next quarter
- Featured on Staff Recognition Board
- Recognition at the annual dinner
- Spotlight in communications (social media, marquee, lobby screen, etc.)

Staff of the Year Selection

Timeline

- Occurs each June, reviewing current year’s four Staff of the Quarter winners

Who Votes

- Same committee
- Voting considers: Impact over time, consistency, and leadership

Recognition

- Announcement of winner at annual staff dinner
 - \$500 stipend
 - Honors the next Staff of the Year the following year
 - Legislative Tributes
 - Perpetual plaque displayed with engraved name
 - Poster with peer tributes
 - Press release
 - Public announcement (social media, marquee, lobby screen, newsletter, etc.)
 - Sponsored prizes
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Communication Plan/Strategies

- Program kickoff announced via staff meeting, internal email, flyers, and social media
- Nominations promoted each quarter with reminders via:
 - Flyers, email, text alerts, staff bulletin boards, and social media
 - Huddles and staff meetings
- Winning quarterly staff announced internally with “Party Parade”
- Winning yearly staff announced first at annual dinner
- Winning staff announced publicly with photos/stories shared across:
 - Social Media
 - Marquee or Lobby Display
 - Newsletters
 - Annual dinner