**Outstanding Performance Award P/PPS No. 08.01**

**Eligibility and Selection Criteria Issue No. 1**

**Effective Date: 12/12/2024**

**Next Review Date: 01/01/2029 (E5Y)**

**Sr. Reviewer: Vice President and Chief of Staff**

**POLICY STATEMENT**

Texas State University is committed to providing recognition to employees for their distinguished services and contributions.

1. **SCOPE**
   1. Employees may receive paid leave each year for outstanding performance (see [UPPS No. 04.04.30](https://policies.txstate.edu/university-policies/04-04-30.html), University Leave Policy).
   2. The purpose of this document is to establish eligibility and selection criteria for the Outstanding Performance Award.
2. **ELIGIBILITY**

02.01 To be eligible for the Outstanding Performance Award, an employee must:

be classified as either a full- or part-time, benefit-eligible employee;

have been employed in their position for at least one full year; and

be merit-eligible, according to their most recent performance review.

02.02 Disciplinary action, such as those listed in [UPPS No. 04.04.40](https://policies.txstate.edu/university-policies/04-04-40.html), Disciplining and Terminating Staff Employees, received within the previous 12 months will nullify any performance leave awards.

1. **SELECTION CRITERIA**

03.01 An Outstanding Performance Award may be awarded to employees who:

carry out additional responsibilities for an extended but temporary timeframe;

contribute to developing a new process that increases efficiency or effectiveness, reduces cost, or enhances the quality of services provided;

contribute to developing a new program that significantly contributes to a strategic initiative;

assist on a significant assignment or project that is not part of their normal work duties or assignments; and/or

exceed expectations in current role.

Actions by which nominations are based must align with at least one Texas State Shared Values:

teaching and learning based on research, student needs, and the free exchange of ideas in a supportive environment;

research and creative activities that encompass the full range of academic disciplines;

meaningful student engagement built on active involvement, accessibility, and intentional educational experience;

the cultivation of a university community that consistently practices integrity, civility, compassion, and respect;

a shared commitment to creating a sense of belonging across unique communities, identities, ideas, and contributions;

a welcoming spirit and a global perspective;

dedication to service and leadership for the public good;

responsible stewardship of our resources and environment; and

continued reflection and evaluation to ensure that our strengths always benefit those we serve locally and globally.

03.03 Depending on the action for which the nomination is based (e.g., degree of effort, impact, etc.) performance leave may be granted in increments of four hours up to:

1. 16 hours for part-time, benefits-eligible employees in a given fiscal year; and

1. 32 hours for full-time, benefits-eligible employees in a given fiscal year.
2. **PROCEDURES FOR SELECTION AND AWARD**
   1. As a just-in-time award, supervisors may nominate employees by a memo via email to the vice president and Chief of Staff at any time.

Recipients of Outstanding Performance Awards may be announced via award letter or other communication platforms.

Performance leave must be used within one year of the award. Unused performance leave will be lost. It cannot be carried forward to the next fiscal year.

In the event that the award recipient leaves the university, the unused performance leave will be lost. The departing employee will not be compensated for unused performance leave hours.

**REVIEWERS OF THIS PPS**

05.01 Review of this PPS includes the following:

Position Date

Vice President and Chief of Staff January 1 E5Y

Associate Vice President for January 1 E5Y

Institutional Compliance

Assistant Vice President for Data, January 1 E5Y

Analytics, and Institutional Research

Director, Special Projects January 1 E5Y

**CERTIFICATION STATEMENT**

This PPS has been approved by the following reviewer in their official capacities and represents Texas State University Presidential policy and procedure from the date of this document until superseded.

Vice President and Chief of Staff; senior review of this PPS