Treasured Pirate Awards Program

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Purpose

ECU is proud to have numerous outstanding employees that make up the University. The Treasured Pirate program was designed to annually recognize the hard work of exemplary employees and to distinguish their unique contributions to their college/unit and University. This program allows any employee at East Carolina University the opportunity to nominate a permanent employee who works at least 20 hours a week or more for a Treasured Pirate Award. Employees should be nominated for accomplishments that exceed expectations of an employee’s job duties or even extend beyond their normal scope of duties.

Award Categories

Awards may be made in the following categories:

- **Customer Service**: Provided exceptional service that left the customer fully satisfied with their experience. Exceeded expectations to meet the needs of the customer. Added value to the customer experience.
- **Efficiency and Innovations**: Conducted extensive research and planning to establish or has successfully established new and outstanding methods, practices, procedure, plans, or designs to improve the University.
- **Human Relations**: Made exceptional contributions to boost morale of their workplace or the ECU community. This includes personal interactions with Faculty, staff and students, public awareness, or working with other agencies and organizations.
- **Outstanding State Government Service**: Exhibited unselfish devotion to duty exceeding normal requirements and has contributed significantly to the advancement of state service.
- **Public Service:** Made outstanding contributions to ECU and the surrounding community. Displaying actions that demonstrate ECU’s motto, “Servire – to serve”. Exemplary public service could include implementing or participating in community and public service projects.

- **Safety and Heroism:** Demonstrated outstanding judgment or courage in an emergency. Followed or enhanced any policy, procedures, or safety regulations at ECU.

- **Spirit of North Carolina:** Exemplified the state motto, “to be, rather than to seem” Mentored others in pursuit of excellence and showed exemplary state service.

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**Selection Criteria**

Nominations may be made for exemplary performance or for a distinguished accomplishment. The performance upon which the selection is based should be for duties and performance at an exceeds expectations level. Nominations are made through an online form by accessing the nomination form on HR’s website between March 1st – May 30th. Nominations can be made by any ECU employee. Awards are no longer given out monthly but instead annually.

**Nomination Deadlines**

- Nominations – Deadline – February 1, 2019 - May 31, 2019 *Please only nominate individuals for accomplishments done within the nomination year.
- Department/Division Approvers – Deadline – June 30
- University Treasured Pirate Committee Members – Deadline - August 1

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**Eligibility Criteria**

The following persons are eligible for nominations

- ECU employees who have a permanent appointment and work 20 or more hours a week
- Probationary employees are also eligible
- Employees include NF-EHRA, Faculty, SHRA, and CSS
- Employees may nominate peers and/or managers and vice versa
- You cannot nominate an employee who received a Treasured Pirate or a Centennial award in the previous year.
- Employee must be in good standing with East Carolina University (i.e. They are not eligible to win if they have an active disciplinary action).

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**Program Administration**

The Awards Program is administered by ECU’s Human Resources, Learning and Organizational Development Unit.

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**Approvers & Committee Members**

There are two groups that approve Treasured Pirate winners.
Department/Division Level Approvers - A group of selected department/division level employees will review all departmental nominations and approve by the deadline of June 30. Once the department/division level approvers have selected nominations to be further considered, the decision process will continue at the University committee level.

Treasured Pirate University Committee – Each division nominates one person to represent them on the University’s committee. The committee will meet annually to vote for the overall winners for the University (there are a designated number of winners for each division annually – see chart below). Once the University committee approves the nominations the final winners will be submitted to HRDEVELOPMENT@ecu.edu by the deadline of August 1. After the winners have been inputted selected by the University committee members, the unit Learning and Organizational Development will be responsible for coordinating the annual awards ceremony and the gifts.

Flow Chart

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee nominates another permanent employee for a Treasured Pirate Award through form on HR’s website.</td>
<td>Selected Dept/Division Approvers approve the nominations. (They do not have to meet, and can select them individually)</td>
<td>University Committee meets annually to vote and approve the Treasured Pirate Winners. The deadline for University Committee meeting to take place and all winners to be selected and emailed to <a href="mailto:HRDevelopment@ecu.edu">HRDevelopment@ecu.edu</a> is August 1.</td>
<td>Treasured Pirate winners are announced, and a ceremony is held to recognize the winners. TP Award Ceremony is held in November.</td>
</tr>
</tbody>
</table>

The deadline for all nominations is May 31.
The deadline for nomination approval is June 30.

Awards

- Certificate presented at Annual Treasured Pirate Reception
- $250 (Taxable, added to next paycheck)
- Recognition on ECU website

Number of Awards per division

<table>
<thead>
<tr>
<th>Division</th>
<th># of Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Economic Development Engagement</td>
<td>1</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>7</td>
</tr>
<tr>
<td>Administration and Finance</td>
<td>5</td>
</tr>
<tr>
<td>Athletics</td>
<td>1</td>
</tr>
<tr>
<td>Chancellor</td>
<td>1</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>10</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>2</td>
</tr>
<tr>
<td>University Advancement</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>28</td>
</tr>
</tbody>
</table>
Awards Ceremony

The Treasured Pirate Awards Ceremony will be held mid-November every year. This event will be open to the entire University and will allow time for each of the winners to be recognized and presented with their Treasured Pirate Certificate. Each winner will be contacted and invitations for the ceremony will be sent out.