



**RESOLUTION TO RESCIND
DISTINGUISHED SERVICE AWARDS, FULL-TIME EXCLUDED
PROFESSIONAL ADMINISTRATIVE EMPLOYEES AND FULL-TIME EXCLUDED
CLASSIFIED EMPLOYEES POLICY, 3356-7-27**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 24, 2025
YR 2025-76**

TO BE RESCINDED

**3356-7-27 Distinguished service awards, full-time excluded professional/
administrative employees and full-time excluded classified
employees.**

Responsible Division/Office: Human Resources
Responsible Officer: VP for Human Resources
Revision History: October 1998; October 2010; June 2016;
December 2021, June 2025
Board Committee: University Affairs
Effective Date: June 24, 2025
Next Review: 2026

- (A) Policy statement. Youngstown state university (“university”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Scope. This policy applies to full-time excluded professional/administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons. See university policy 3356-7-53, “Excellence awards for department chairpersons for awards to academic chairs”; rule 3356-7-53 of the Administrative Code.
- (C) Parameters.
 - (1) Up to four awards may be granted annually to full-time excluded professional/administrative employees whose performance at the university has been identified as outstanding.
 - (2) Full-time excluded professional/administrative employee award recipients shall receive two thousand dollars divided as follows:
 - (a) A cash award of one thousand, and
 - (b) One thousand dollars added to the individual’s base salary in the following contract year.

- (3) One award may be granted annually to a full-time excluded classified employee whose performance at the university has been identified as outstanding.
- (4) A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

(D) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in December.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.