



"Persons For Others"

is a lakeside campuses program that gives us a way to acknowledge the helpful and caring interactions we provide and experience at Loyola. Dual parts of the program make it possible to provide both instant and ongoing recognition. The Persons for Others program is the creation of an employee group and is coordinated through the lakeside human resources departments.

Instant recognition

A rotating team of trained "spotters" (Loyola employees) are out on campus, handing recognition coupons to Loyolans they see acting for others. The caring action may be as simple as holding a door, or walking a student or visitor to a desired destination...simple actions, but the extra caring steps that illustrate our regard for other people.

Instant recognition coupons provide a tangible thanks to the recipient: they can be redeemed through campus human resources offices for coffee mugs and cafeteria vouchers. The names of instantly recognized individuals will be shared with the Loyola community in our employee publication, *Loyola World*.

Nominations for instant recognition also can be made via a hotline number: 8-7128. Callers leave their name, department and telephone extension along with the name and department of the employee nominated, and a brief description of the action for others.

Ongoing recognition

Based on employee nominations, up to four Loyola staff employees will be recognized annually as model Persons for Others and named recipients of the Kay Egan Award.

Loyolans who interacted with Kay Egan during her 41-year tenure at the university regularly remarked on her warmth and humanity. As manager of group life and health insurance, Kay Egan supported employees, easing the anxieties often associated with insurance issues. Since her December 1995 retirement, she continues to be remembered as a Loyolan who built community through compassion and personal commitment to helping others.

The Kay Egan Award is presented to an employee whose behavior reflects four principles inherent in being a Loyola Person for Others:

- Exhibits ethical behavior.
- Cares for and respects the dignity of each individual.
- Cooperates and encourages teamwork with fellow employees.
- Exhibits the spirit of service excellence.

Loyolans may nominate any staff employee (excluding administrative department heads and above) for the annual award. Nomination forms are available in campus human resources offices. The name of the nominating employee remains confidential. (An employee may be nominated by several co-workers, but the number of nominations does not bear on selection.)

Nominations will be reviewed by the award selection committee. The selection committee will recommend up to four nominees to the vice president for human resources, who will determine the award recipients.

Recipients of the Kay Egan Award will be notified by letter at work and invited to a reception in their honor. A copy of the letter will be sent to the employees' department heads and to human resources. A cash award of \$300 will be presented to each recipient at the reception, and award recipients will be featured in the employee publication, *Loyola World*.

*Persons
For Others
Recognizing our spirit of
service excellence*

Life at Loyola
University Chicago is rooted
in human relationships.

As we support our shared
university mission of education,
we interact:

- as mentors and teachers,
- as deliverers and facilitators
of service,
- as creative thinkers and
problem-solvers,
- as guides and information
sources,
- as advocates
and collaborators.

We are part of a larger
American workplace where
pace and pressure continue to
build. No one is immune to
these elements, but Loyolans
strive to pay attention to what
really matters: people. We
extend ourselves for others
because that's who we really
are—people who care, persons
for others.

We try to do the right things
because we know they are the
right things to do. Steeped in
the Jesuit ethos of service, we
don't look for recognition of our
good actions. But recognition is
deserved and due.



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For more information about the
Persons For Others recognition
program, contact your campus
human resources department:

Water Tower Campus: 5-6156
Lake Shore and Mallinckrodt
campuses: 8-3140



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