



## Guidelines for Outstanding Administrative Staff Award 2021

### 1. AIM

The Outstanding Administrative Staff Award (OASA) aims at rewarding administrative staff for their outstanding performance, as well as appreciating their prominent contribution to the University of Macau (UM).

### 2. AWARDS

According to Chapter 11 of the *Regulations of the Personnel Affairs of the University of Macau* and as approved by the University Council, the total number of awardees for OASA 2021 is 18. The award quota is calculated on a pro-rata basis based on the total number of appraisees under each supervision line, as listed in the table below:

	Award Quota
Rector	1
Vice Rector (Academic Affairs)	10
Vice Rector (Global Affairs)	2
Vice Rector (Research)	1
Vice Rector (Student Affairs)	2
Vice Rector (Administration)	2
<b>Total</b>	<b>18</b>

### 3. ELIGIBILITY AND ASSESSMENT

A total of 104 administrative staff who were graded “Excellent” in the Performance Appraisal for Year 2021, will become the nominees of the OASA, unless they choose to withdraw from the award. The University compliments all the 2021 “Excellent” recipients publicly via “UM Today”.

The assessment is a University-wide online voting where all regular staff can vote for nominees in each supervision line (Rector and Vice Rectors) in accordance with the award quota defined in the table above, resulting in a total of 18 votes. According to the award quota, nominees with the highest votes in each supervision line will be the awardees of outstanding administrative staff award of the year.



#### 4. TIMEFRAME

Period (Tentative)	Action
End of March to early April 2022	Announcement of nominees Online voting
Mid-April 2022	Counting of votes and announcement of the result
May 2022	Award presentation ceremony

#### 5. ASSESSMENT COMMITTEE

The Assessment Committee for OASA 2021 is as follows:

<p><b>Chairperson:</b></p> <ul style="list-style-type: none"><li>- Dr. Claudia XU, Vice Rector (Administration)</li></ul> <p><b>Members:</b></p> <ul style="list-style-type: none"><li>- Prof. Chuang WANG, Dean of Faculty of Education</li><li>- Dr. WU JianZhong, University Librarian</li><li>- Prof. YANG Zhixin, Director of Research Services and Knowledge Transfer Office</li><li>- Mr. Paul PANG, Dean of Students</li><li>- Ms. Annie CHAN, Director of Office of Administration</li></ul> <p><b>Secretary:</b></p> <ul style="list-style-type: none"><li>- Ms. Jennifer AGUIAR, Head of Human Resources Section of the Office of Administration</li></ul>
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#### 6. PRIZES

The awardees of OASA 2021 are entitled to the following:

- 1a) 50% of the awardee's highest basic monthly remuneration in 2021; *OR*
- 1b) Day-off for 10 working days, to be taken within one year continuously or in two separate periods. Based on the awardee's preference or working needs, or in cases when the day-off is interrupted due to urgent needs, it can be substituted with monetary prize calculated on a pro-rata basis of 50% of the awardee's highest basic monthly remuneration in 2021;
- 2) Letter of Commendation;
- 3) Non-transferable designated parking for 12 months, with the parking fee to be borne by the awardee.



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## **7. OTHERS**

- 1) All nominees shall create a slogan to promote him/herself, in order to reward the nominees' creativity in the slogan design, "The Most Creative Slogan Award" will be presented. All slogans shall be an original work, no plagiarism or citation of other's work is allowed, the slogan with the highest number of votes wins and awardee will be awarded with a Letter of Commendation;
- 2) ADMO-HRS will post photos of all the awardees taken at the award presentation ceremony on its internal website.

## **8. PERSONAL DATA COLLECTION**

- 1) UM, as a public institution of higher education as established by Law No. 1/2006, will access the personal data collected in this award scheme for processing and contact purposes;
- 2) Due to the need of the scheme, the personal data collected will be transferred to the Assessment Committee of the OASA 2021 and may be transferred to the relevant units of UM;
- 3) The units have the right to access, rectify or update the personal data of the nominees stored at UM;
- 4) UM undertakes to observe the spirit of the data protection principles and will make every effort to ensure the confidentiality and integrity of the personal information being collected and held by the University.