

Employee of the Quarter

Program Fundamentals:

1. The quarters will run from January to March, April to June, July to September, and October to December of any given calendar year.
2. Employees or supervisors can complete a nomination form. That nomination form can be anonymous or reflect the nominator's name. The nomination form takes an all-inclusive approach, and asks for specific information pertaining to the nominee's job duties, communication skills, ability to interact with others, and the ways in which he/she shows creativity in order to reduce costs.
3. The Personnel Advisory Committee or designated members of the Staff Development Team (formerly known as the Personnel Committee) would meet at the end of the quarter to review the nomination forms. The forms will be ranked according to set criteria. The employee with the highest ranking will be named Employee of the Quarter. In the event of a tie, the committee members will be polled, and the majority will rule. All nominated employees not selected during any given quarterly meeting will be reconsidered during subsequent meetings during that calendar year. All nominated employees not selected as employee of the quarter during any of the quarterly sessions will receive a letter from Human Resources advising them: 1) that they were nominated; and 2) that even though they were not selected, Warren County appreciates their hard work and dedication.
4. The employee selected to be Employee of the Quarter will be named "Warren County's Most Wanted" for the quarter. He/she will receive a certificate from the County Manager and a \$50 gift card. Notification will also be sent to the Warren Record.
5. At the end of the calendar year, the selection committee will choose an Employee of the Year from the 4 Employees of the Quarter. The employee named Employee of the Year will receive a plaque and a \$300 gift card. Notification will be sent to the Warren Record.

6. Every employee named Employee of the Year will have his/her name displayed on a board at the County Manager's Office.

Cost:

1. Certificates-\$0. We keep a supply of certificates on hand for the annual Service Awards Ceremony. 4 certificates will not create an additional cost.
2. Gift Cards- 4 \$50 gift cards = \$200 annually.
3. 1 Plaque- \$65.
4. \$300 gift card.

Total Cost: \$565

Warren County
Employee of the Quarter
Nomination Form

Nominee's Name & Department: _____

Nominee's Position: _____

Date Submitted: _____

Explain in detail how well nominee performs his/her duties.

List specific ways nominee shows creativity in job performance to reduce costs.

Describe a process/procedure nominee developed/implemented and the resulting benefits.

Describe nominee's communication skills related to job function.

Describe nominee's interaction with co-workers.

Additional comments stating why you think this nominee be voted as "Employee of the Quarter."

EMPLOYEE OF THE QUARTER RATING SCALE

- 1. Meets expectations**-Performance described falls within the normal guidelines of daily duties and demonstrates job competency.
- 2. Exceeds expectations**-Performance described demonstrates job competency as well as special effort or skill.
- 3. Superior**-Performance described demonstrates job expertise, extraordinary effort or skill, goes above and beyond normal scope of job duties.
- 4. Innovative**-Goes above and beyond normal scope of job duties resulting in sustainable process improvement or noticeable cost savings to the County.