

DP&Z OUTSTANDING EMPLOYEE OF THE QUARTER PROGRAM

BACKGROUND:

A recognition program and a selection committee have been established to recognize and reward Department of Planning and Zoning (DP&Z) employees who consistently perform their jobs in an exemplary manner.

NOMINATION:

- A. All DP&Z employees can be nominated except for Department Senior Staff at the level of division chief and above.
- B. A DP&Z employee, County employee or the general public can make a nomination, however employees cannot nominate themselves.
- C. Employees being nominated must have received at least one performance evaluation in DP&Z. The last evaluation overall rating must be above satisfactory or outstanding.
- D. Only one nomination form per quarter may be submitted per person.
- E. Nominations must be made on the DP&Z Outstanding Employee of the Quarter Nomination Form and submitted to the Personnel and Information Services Section by the established deadlines.
- F. Supporting documents, letters, memorandums, etc. that explain the basis for considering the employee as outstanding should be attached to the recommendation.
- G. The immediate supervisor will complete the Supervisor Evaluation Form (Attachment A). The purpose of the supervisor's input is to confirm that the supervisor is in agreement with the nomination, that the employee's last evaluation was above satisfactory or outstanding, that the employee has an above satisfactory attendance record and that the employee is in good standing.

CRITERIA:

Employee will be selected based on the following:

- Prompt response to customer service requests
- Excellent participation in teamwork
- Excellent example to co-workers
- Initiation of new ideas that have proven beneficial to the Department
- Increased productivity or efficiency within the Department
- Special efforts above and beyond assigned job duties
- Overall positive and enthusiastic attitude toward the job, the Department, co-workers and customers
- Outstanding cooperation with co-workers and supervisors
- Outstanding attendance record

- Consistently provided outstanding customer service
- Professional representation of the Department

SCREENING AND SELECTION COMMITTEE ("COMMITTEE"):

- A. Committee members
 - Departmental Personnel Representative, Chairperson
 - One (1) DP&Z supervisor
 - One (1) DP&Z non supervisory employee
 - Two (2) DP&Z senior management staff
- B. The Committee will rotate yearly
- C. No employee who is nominated or who has submitted a nomination may serve on the Committee for that particular quarter.
- D. A request for participation on the Committee will be made to all employees (Attachment B). Selection for the Committee will be made by lottery. The names of interested parties will be placed in a bag and selected by category (non-supervisory, supervisory and senior staff). The lottery selection will be open to employees to view.
- E. Committee members will be advised of quarterly meetings by the Communications Administrative Officer (Attachment C).

VOTING:

- A. Committee members will review the nomination form(s), any attachments, the Supervisor Evaluation Form and the employee(s) last performance evaluation prior to voting. Committee members may discuss performance factors upon which recommendations are based.
- B. Committee members (with the exception of the Chairperson) present at the meeting to select the Employee of the Quarter shall rank nominees. A rank of one (1) designating first choice, a rank of two (2) designating second choice, and so forth using a nomination ballot (Attachment D).
- C. The Chairperson will tally all votes and declare the winner (the person with the lowest score collectively selected by the committee members).
- D. In the event of a tie vote, the Department Director will make the final decision.
- E. In the event of only one nominee, award will not be granted by default. The nominees' name will be included for consideration in the following Quarter's pool of nominees.

AWARD:

- A. An employee can only receive the award of "Outstanding Employee of the Quarter" once per calendar year.
- B. The name and picture of the "Outstanding Employee of the Quarter" will be displayed on a poster that will be duplicated and hung on each floor that the Department occupies.

- C. The "Outstanding Employee of the Quarter" will receive a letter of commendation from the Department Director (Attachment E), will be awarded a \$150 check and receive a framed certificate. Formal presentation will be made in the employee's section.
- D. The employee's personnel file will be updated to reflect the award.

AFTER THE SELECTION:

Cash Award

A check in the amount of \$150.00 will be requested in accordance with Administrative Order 7-30 (Attachment F). The \$150.00 award will be presented to the winner by the Department Director.

Picture/Poster/Certificate

The Department's Communications Administrative Officer will coordinate with the employee and the Communications Department for the taking of the picture. The Department's Communications Administrative Officer will submit the Photographer Request Form available on the Communications Department's website for studio pictures including the appropriate 8 x 10 pictures for the posters. The Communications Administrative Officer will also request the poster(s) and certificate from the Geomatics and Records Manager.

Commendation Letter

The commendation letter will be prepared by the DP&Z Personnel and Information Services Section. The individualized write up will be prepared by the committee chairperson based on information on the nomination form. The letter will be sent to the Assistant Director for Administration and Operations for review and signature by the Department Director. The signed letter will be held by the Personnel and Information Services Section until presented to the employee. A copy of the Commendation Letter will be placed in the Employee's department file and their file in the Employee Relations Department.

Presentation of Award

The Personnel and Information Section will coordinate the presentation of the award to the employee with the employee, employee's supervisor, Division Director, and Department Director.

ATTACHMENT B

DP&Z Employees

MO/DY/YR

Outstanding Employee
of the Quarter

DPR, Chairperson
DP&Z Outstanding Employee
of the Quarter Program

Your participation is requested in the selection of the years' DP&Z's Outstanding Employee of the Quarter, Selection Committee. Non Supervisory, Supervisory and Senior Staff volunteers are needed. If you are interested in being on the Committee, please complete the form below and return it to the DP&Z Personnel and Information Services Section, by _____.

DP&Z Outstanding Employee of the Quarter Program
Committee Participation Request

I _____ would like to be a member of DP&Z Outstanding Employee of the Quarter Selection Committee. I understand that committee members are selected by lottery and rotated yearly.

- ◆ Participation requires attendance at quarterly meetings.
- ◆ No employee who is nominated, or has submitted a nomination may serve on the Committee for that particular quarter.

The procedures for selection of the DP&Z Outstanding Employee of the Quarter is available for review in the DP&Z, Personnel and Information Services Section, 111 N.W. 1st Street, 11th Floor.

Employee Signature

ATTACHMENT C

Committee Member Name

MO/DY/YR

DPR, Chairperson
DP&Z Outstanding Employee
of the Quarter Program

Outstanding Employee
of the _____ Quarter
Quarterly Meeting

It is very important to recognize exemplary employees for their dedication, special efforts and accomplishments. The Outstanding Employee of the Quarter Program is an excellent avenue in which to make such recognition.

The quarterly Selection Committee meeting has been scheduled for _____ at _____ in the _____ floor Conference Room.

If you have any questions regarding this matter, please call me at ext. 4274.

Thank you,

HC/jg

cc: Name, Assistant Director, Administration and Operations

ATTACHMENT D

DP&Z Employee of the _____ Quarter _____ YR.
Nomination Ballot

Nominee Name _____ Rank _____

Nominee Name _____ Rank _____

Nominee Name _____ Rank _____

EVALUATION FORM
(One form must be completed for each nominee)

Nominee Name: _____

Nominated employees must be rated based on the following selection criteria, please mark all applicable boxes:

- Prompt response to customer service requests
- Excellent participation in teamwork
- Excellent example to co-workers
- Initiation of new ideas that have proven beneficial to the Department
- Increased productivity or efficiency within the Department
- Special efforts above and beyond assigned job duties
- Overall positive and enthusiastic attitude toward the job, the Department, co-workers and customers
- Outstanding cooperation with co-workers and supervisors
- Outstanding attendance record
- Consistently provided outstanding customer service
- Professional representation of the Department

DP&Z Employee of the _____ Quarter _____ YR.
Nomination Ballot

Nominee Name _____ Rank _____

Nominee Name _____ Rank _____

Nominee Name _____ Rank _____

ATTACHMENT E

Date:

**EMPLOYEE'S NAME
DIVISION**

Dear _____:

Congratulations on being selected the "Outstanding Employee of the _____
Quarter", YR.

INDIVIDUALIZED WRITE-UP.

Once again, congratulations and thank you for your contribution to the success of the
Department of Planning and Zoning.

Sincerely,

NAME
Department Director

ATTACHMENT F

Accounting Manager

MO/DY/YR

Check Request
\$150.00

DPR, Chairperson
DP&Z Outstanding Employee
of the Quarter Program

Please have check issued in the amount of \$150.00 to _____.
This check is to be awarded to _____ for his/her selection as
DP&Z Outstanding Employee of the _____ Quarter
_____.

This check should be given to me once it is available.

Thank you,

Approved: _____
Assistant Director, Administration & Operations

Date: _____