

Government Information Center
Exceptional Employee of the Quarter Award

Summary:

The Government Information Center is committed to finding positive ways to recognize the many contributions our employees make. GIC's Exceptional Employee of the Quarter Award is a peer to peer employee recognition program designed to accomplish this objective and to reward individuals for excellence in support of GIC's mission and goals. This departmental employee recognition program provides management with a mechanism to identify ongoing employee dedication as seen by their peers and to also acknowledge significant contribution and reward employee commitment.

Guidelines/Eligibility:

- o All permanent employees in a non -management/non-supervisory position will be eligible for this award.
- o **Only** employees in a non- management/non-supervisory position are able to submit nominations. **No supervisors or managers will be allowed to submit nominations.**
- o Employees are able to be nominated more than once during the course of the year. However, awards are limited to once a year per employee and a new nomination form must be completed for each nomination period.
- o Non-awarded employees will be eligible for re-nomination for other quarters during the year.
- o Employees shall not have a Disciplinary Action Report reprimand or Record of Counseling during the time period (present quarter) of recognition.
- o Employees should have demonstrated the highest level of contribution to the organization during the time period (present quarter) in mention.

Nomination Procedure:

- o An e-mail will be sent to all GIC employees notifying them of the opening for solicitations of nominees.
- o The method of nomination will be an online application (see attachment A). Nominations will be treated confidentially and will be e-mailed directly to the GIC DPR thru the online application.
- o Nominations must reach the GIC's DPR office before the established deadline in order to be considered for the award.

Quarterly Dates

The quarters for this program will be aligned with the County's fiscal year and are listed below:

- o 1st Quarter - October 1 – December 31st
- o 2nd Quarter - January 1 – March 31st
- o 3rd Quarter – April 1st – June 30th
- o 4th Quarter – July 1st – September 30th

Validation of forms:

- o Each nomination will be verified with the DPR through a DPR Evaluation Form (see attachment B).
- o The DPR will review the statements in the nomination form and note their concurrence or non-concurrence with the nomination. The DPR will not be involved in the scoring process.

Reviewing Committee:

- o The reviewing committee will be established every quarter and will consist of supervisors and managers for the first round. Thereafter, the winner of the last quarter will be included to participate in the reviewing committee. Committee members chosen will not have submitted a nomination for consideration.
- o The nominating committee will use a rating form (attachment C) to rate each nomination on a scale from 1-5 for each of the following categories (except Performance Evaluation):
 - 1. Team Work
 - 2. Encouragement/Inspiration
 - 3. Dependability/Work Ethics
 - 4. Courteous and Personable
 - 5. Other considerations
 - 6. Performance Evaluation (1-3)

Tie breaker will be determined by the highest number of years of service in county.

Awards:**Winners:**

- o 1st place - \$200 gift card or 8 hours AD and participation in the next reviewing committee
- o 2nd place - \$100 gift card or 6 hours of AD
- o 3rd place - \$50 gift card or 4 hours of AD
- o Commendation letter from the Department Director
- o Certificate of recognition; Framed photo of winners at each location
- o Departmental-wide recognition

Nominee Awards

- o All eligible nominees will receive a letter of commendation from the Department Director for the submission of their nomination.