



Employee of the Month Criteria

Eligibility:

- All Regular, Benefited (employee's position must be regularly budgeted and receive some type of city-paid benefits, e.g. medical, vacation/sick leave) employees with at least six months of service are eligible to be the Employee of the Month.

Criteria:

- High standards of professionalism
- Overall excellent performance
- Outstanding service to the City and/or the community
- Innovative Ideas or Problem Solving
- Distinguished deed
- Involvement in activities

Nomination Process:

- Complete the nomination form. Specifically describe an action the nominee took and how this action met one or more criteria for the award. Submit the nomination form to Human Resources by the 10th of EACH Month.
- An employee may be nominated by co-workers, supervisors or members of the community.
- All nominations will be reviewed and selected by the committee. The committee may rotate and change periodically.
- One employee of the month will be awarded.

Awards include:

- Reserved parking spot for one month.
- Gift certificate for lunch or movies.
- Framed certificate.
- Recognition at employee functions and in the employee newsletter.

One employee of the month will be awarded.

Nomination forms that were submitted in previous months will be included for consideration in the following months.

