

COS Employee of the Month Program



Human Resources Department

Email: jeff.grant@statesboroga.net

Phone: 912-764-5468

Fax: 912-489-6140

Table of Contents

I.	Purpose.....	3
	Purpose	3
	Name of the Award	3
II.	Nomination & Selection	4
	Committee Composition/Objectives	4
	Criteria & Nomination	4-5
III.	Award Framework.....	6
	Framework	6
	Exhibit A – Nomination Form	

I. Purpose

The Purpose of the COS Employee of the Month is to recognize outstanding full-time and part-time employees of COS who embody the City's Mission: To provide the most responsive and progressive public services so that our residents, businesses and visitors can enjoy the highest quality of life Statesboro has to offer by demonstrating the following:

A COS employee who demonstrates the following will be eligible for the EOM Award:

Embraces Forward Thinking and Innovation:

An employee who is open to new ideas, foster's creativity and risk-taking to support continuous improvement in their departments or city wide.

Demonstrate & Strives for Excellence:

An employee who consistently demonstrates and produces quality work with a level of excellence.

Exhibits High Quality Customer Service:

An employee that provides superior service that enables our customers to enjoy their experience with the City of Statesboro.

Models Professionalism:

An employee that leads by example, with good character and consistent behavior that reflects the standard of our policy and/or industry best practices.

Celebrates Teamwork:

An employee that encourages and celebrates employee participation with the intention of motivating others and building teamwork in their department or city wide.

In addition to these values, the EOM program will recognize those employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own, in an effort to make the workplace more efficient and more welcoming to co-workers and customers.

The EOM program seeks to acknowledge those whose efforts have inspired and supported the performance and achievement of others.

The EOM program will provide awards to such employees by a means that is fair, with equal consideration of all eligible staff.

Name of the Award

The City Of Statesboro Employee of the Month

II. Nomination & Selection

Committee Composition/Objectives

- The selection committee will consist of an HR representative and 5 committee members, all committee members shall be non supervisors (a supervisor is someone who writes or assists with the completion of performance appraisals).
- They will have the responsibility for managing the nomination, selection, and award process for the Employee of the Month Program.
- The committee evaluates the nomination and selects the Employee of the Month honoree each month.
- Members of the committee shall serve for three months and are not eligible to receive the award during their three month of service.

Criteria & Nomination

1. One (1) employee per month shall be selected for a single award each month
2. Candidates for the award must be an individual, not a department, functional unit, or group of people.
3. Nominations may be made by any full-time, part-time employees within the COS.
(i.e., co-workers, staff, administrators, etc).
4. A candidate for the award must meet the following criteria:
 - Nominees must be non-probationary, full-time/Part-time COS employees
 - Nominees must have no written or verbal reprimands within the last 6 months
 - Must have been employed at least one (1) year within COS
 - Has not been selected as employee of the Month within the past 12 months
 - Has a positive attitude toward work responsibilities, co-workers and customers, and also serves as a role model for others
 - Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff in his/her unit.

Criteria continued:

- Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments
- Have a distinguished attendance record, is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities

5. Any eligible staff member may be nominated more than once.

6. All nominations must be submitted on the form available and received by the committee by the last day of each month in order to be considered for that particular month's award. If the last day falls on a weekend then nominations will be due by noon of the following Monday. Late and incomplete nominations will not be considered and if time permits prior to deadline we will return nomination form to nominator(s) to be completed. Each complete Nomination Packet will remain in the Employee of the Month pool for three months.

III. Award Framework

Award recipients shall receive:

- \$50 Gift Certificate
- Recognition at the following council meeting
- Internal Newsletter announcement to all departments for posting
- Trophy of recognition
- Eligibility to become the Employee of the Year