



## *Pride in Performance = Excellence*

### **Purpose:**

This Employee Recognition Program is intended to encourage Town employees to go beyond our citizens' expectations and meet the highest standards of service to the community. Recognizing the useful role incentives play in encouraging superior employee performance and innovation, this program serves to reward performance and dedication that exceeds normal expectations.

### **Nominations:**

Nominations must be submitted in writing with documented evidence of superior performance or innovation. Nominations may be made by any member of the public or a fellow Town employee and routed to Town Manager for evaluation.

### **Criteria:**

There are numerous reasons for recognizing employees. They include, but are not limited to the following:

- Demonstrate exceptional customer service
- Teamwork and cooperation
- Innovative Idea
- Identifying areas of monetary savings
- Community/Volunteer Service
- Identifying a process improvement
- Excellence in safe work practice

### **Process:**

All completed nomination forms are forwarded to the Town Managers Office who will chair the selection committee. The committee will include non-staff members for evaluation and approval of awards. To insure recognition of achievements, nominations can be made as soon as possible after the conclusion of the event or activity to which the achievement is related.

### **Recognition/Awards:**

Multiple awards will be given for recognition of employee or team efforts serving our community. All award winners for the month will be evaluated and one award will be recognized as the "Star of the Month". At the end of the year, the monthly award winners will be evaluated, and one winner will be designated as "Star of the year".



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**Employee Nomination Form**

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

REASON FOR NOMINATION: