

## **Objective:**

Establish a city-wide Employee of the Quarter/Year selection process that recognizing employees who demonstrate work qualities in line with the City's ethics and values.

## **Overview:**

City employees nominate other city employees to be considered for Employee of the Quarter. The Employee of the Quarter Committee meets to evaluate the nominations and select the recipient. The selected recipients will receive pre-determined recognition and awards. The Employee of the Year is selected from the recipients of Employee of the Quarter for that year.

## **Eligibility for Employee of the Quarter/Year:**

- Must be an active employee of the City meeting the following criteria:
  - Full-time, regular employees employed with the City for at least 1 year
  - Part-time, regular and seasonal employees employed with the City for at least 5 years without a break in service
  - Employees up to and including Superintendent level
    - *City Manager, Deputy City Managers, Directors, Assistant Directors, Deputy Directors are not eligible to be nominated.*
  - Has not been selected as Employee of the Quarter within the last 5 years

## **Employee of the Quarter Committee:**

The Committee is made up of City employee from different position levels and Departments. The Committee is voluntary participation, and committee service is for at least 1 year. Employee of the Quarter recipients from the prior year will be invited to serve on the committee. The HR Director will serve on the committee for facilitation and record keeping.

## **Nominations:**

Nomination forms must be turned in by the deadline to a Committee member or in the Employee of the Quarter lock box. The nomination form should include specific example(s) and details about how the employee has gone above and beyond to fulfill a specific aspect of our ethics statement. Qualities to consider when nominations are submitted:

- **Efficiency:** Doing things right; measured by a comparison of production with cost (as in energy, time, and money)
- **Transparency:** Citizens can see how public business is conducted and participate in it
- **Honesty:** The quality of being honest or truthful
- **Innovation:** The process by which a new idea or invention adds value to the services we provide to our citizens
- **Customer Service:** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

If no nominations are submitted from the employees at large for the Employee of the Quarter, nominations will come from Directors, Managers, and/or the Employee of the Quarter Committee.

Eligible employees nominated but not selected will automatically be considered in subsequent quarters.

### **Employee of the Quarter /Year Selection:**

The Employee of the Quarter nominations will be evaluated by the HR Director to determine which nominations meet the basic eligibility criteria. Those that meet the basic criteria will be sent to the Committee, as well as those prior nominated but not selected. The Committee will evaluate all eligible nominations and select the award recipient on the following schedule:

- 1<sup>st</sup> Quarter (Jan to March) – Awarded in April
- 2<sup>nd</sup> Quarter (April to June) - Awarded in July
- 3<sup>rd</sup> Quarter (July to Sept) - Awarded October
- 4<sup>th</sup> Quarter (Oct-Nov; short quarter) - Awarded in late November

The Committee will meet around December 1st each year and select the Employee of the Year from the four prior Employees of the Quarter. Directors of the Employee of the Quarters will provide input on the finalists in November to assist the committee in selecting the Employee of the Year.

- Employee of the Year – Awarded in beginning of December

### **Employee of the Quarter Award:**

- The employee's Director and HR Director will be responsible for giving the award to the employee at an appropriate setting within the department:
  - Letter of recognition (copy placed in recipient personnel file)
  - Engraved gift
  - \$250 gift card (to be grossed up so the City absorbs income tax)
- The Employee of the Quarter will be announced at a City Council meeting (attendance preferred, but not required)
- The Employee of the Quarter will be announced in a City-wide email
- The Employee of the Quarter will be featured in the weekly Burleson e-news

### **Employee of the Year Award:**

- The employee will be announced at the annual service awards banquet:
  - Letter of recognition (copy placed in recipient personnel file)
  - Engraved gift
  - \$100 gift card (to be grossed up so the City absorbs income tax),
  - Additional 16 hours of vacation
- The Employee of the Year will be announced at a City Council meeting (attendance preferred but not required)
- The Employee of the Quarter will be announced in a City-wide email
- The Employee of the Year Employee will be featured in the weekly Burleson e-news

## Employee of the Quarter Nomination Form

Name of person being nominated: \_\_\_\_\_

Department: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_ Ph #: \_\_\_\_\_

*Note: Someone from the Employee of the Quarter selection committee may need to call you and discuss your nomination. Please list a name/number (not required but requested) where you can be reached.*

Provide a written explanation of what the employee you are nominating does on a consistent basis that makes him/her a candidate for Employee of the Quarter. Specific examples should be included where possible.

Eligibility and Ethics and Values Criteria:

**Ethics and Values**

- **Efficiency:** Doing things right; measured by a comparison of production with cost (as in energy, time, and money)
- **Transparency:** Citizens can see how public business is conducted and participate in it.
- **Honesty:** The quality of being honest or truthful
- **Innovation:** The process by which a new idea or invention adds value to the services we provide to our citizens.
- **Customer Service:** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

**Eligibility**

- Active employee of the city
- Full-time, regular employees employed at least 1 year, or
- Part-time, regular and seasonal employees employed at least 5 years without a break in service
- Employees up to and including Superintendent level
  - *City Manager, Deputy City Managers, Directors, Assistant Directors, Deputy Directors are not eligible to be nominated.*
- Has not been selected as Employee of the Quarter within the last 5 years

I am nominating the above person because he/she, \_\_\_\_\_

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**Submit completed forms to one of the following:**

- Lock-box in the City Hall mail room
- Member of the EOQ Committee
- H.R. Department