

## HERTFORD COUNTY EMPLOYEE AWARDS POLICY

### 1. Policy

It shall be the policy of Hertford County to recognize employees who have excelled in the performance of their duties and responsibilities. This recognition will take place by granting awards to the “Employee of the Quarter” and “Employee of the Year.”

### 2. Eligibility of Award

A. Eligible employees must be in a regular full time status.

B. An individual is eligible whom by exemplary performance beyond his/her normal duties and has made or has caused to have made significant contributions, which result in making Hertford County Government more effective/efficient/responsive. Employee may be nominated in one of the following categories:

1. **Productivity** – Employee’s output is **considerable** in relation to workload, available time and demands of the job.
2. **Cost Effectiveness** – Employee has improved processes and/or procedures that created a more efficient work environment and/or budget savings.
3. **Customer Relations** – Employee **consistently** exhibits courteous and positive interactions with public, coworkers and supervisors. Employee demonstrates rapport with a variety of people.
4. **Safety** – Employee **diligently** strives to create and maintain safety in the workplace via practices and procedures in keeping with the overall safety program.
5. **Leadership** – Employee adheres and is committed to the vision, mission, goals and objectives of the department and organization. Employee’s leadership and character are worthy emulation. Employee is committed to the high standards of the job and motivates others to achieve.

### 3. Who May Nominate

The County Manager may nominate a department head, supervisor or any full-time employee of the organization. A department head or supervisor may nominate any full-time (non-supervisory) employee. A non-supervisory employee may nominate any other (non-supervisory) employee.

### 4. Procedure

In order to nominate an individual, complete the nomination form providing details, citing specific examples of exemplary performance **exceeding his/her normal duties and responsibilities**. The completed form must be submitted to the Human Resources/Risk Manager and Department Head no later than 5:00 p.m., on the last day of the month of each quarter (March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> & December 31<sup>st</sup>). A nomination will only be considered for the quarter in which it is submitted by the nominator.

### 5. Committee

An Employee Award Committee (EAC), consisting of seven (7) persons shall be designated to evaluate the nominations and to select the employee/s to be recognized each quarter. Members of the committee will serve two-year terms and consist of the following: County Manager, Human Resources/Risk Manager, County Commissioner, two (2) Department Head(s) and two (2) Employee(s).

### 6. Award

An employee will be selected by the EAC as Employee of the Quarter and recognized at a regular meeting of the Hertford County Board of Commissioners and presented a \$250 monetary award accompanying a certificate memorializing the employee’s achievement.

The Employee of the Year will be selected from among the four (4) Employee of the Quarter recipients by the EAC. Employee of the Year will be recognized at a regular meeting of the Hertford County Board of Commissioners and presented \$1,000.00 monetary award accompanying a certificate memorializing the employee’s achievement.