

## 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/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 pressures of the job.
2. **Cost Effectiveness** – Employee has improved processes procedures that created a more efficient work environment and/or budget savings.
3. **Customer Relations** – Employee **constantly** exhibits courteous and positive interactions with public, coworkers and supervisors. Shows rapport with a variety of people.
4. **Safety** – Employee 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 mission, vision, and/or goals and objectives of the department. Employee is committed to the high standards of the job and motivates others to achieve.

### 3. Who May Nominate

A department head, supervisor, or fellow employee may nominate an individual under the established guidelines.

### 4. Procedure

To nominate, the attached form must be completed in detail, citing specific examples of exemplary performance **beyond his/her normal duties**. 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 of the month of each quarter. Nominations **will not** carry forward from one quarter to the next.

### 5. Committee

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

### 6. Award

An employee will be selected by the committee as Employee of the Quarter and recognized at a regular meeting of the Hertford County Commissioners and presented \$250.

The Employee of the Year will be selected from among the four (4) Employees of the Quarter recipients by the EAC. Employee of the Year will be recognized at a regular meeting of the Hertford County Commissioners and presented \$1,000.00.