

WASHINGTON COUNTY EMPLOYEE OF THE MONTH NOMINATION FORM

Nomination Information

Name:



Department:

Date:

In a narrative fashion, explain why you are nominating this person for an Employee of the Month award.

Name of person submitting nomination

Do you wish to remain anonymous?

Completed nomination forms should be sealed and sent directly to the County Manager by the 15th of the month preceding the month of the award. The winner will be selected by an Employee of the Month Committee.

For a completed list of Employee of the Month guidelines, please see the next page. If you need more information or have any questions, call the County Manager.

WASHINGTON COUNTY EMPLOYEE OF THE MONTH GUIDELINES

1. Method of Selection

- A. Employee of the Month nomination forms will be available to all employees to nominate coworkers, supervisors, and subordinates as candidates for the employee of the month. Nomination forms can be obtained from Department Heads or the County Manager's Office.
- B. Completed nomination forms should be sealed and sent to the County Manager by the 15th of the month preceding the month of the award. The winner will be selected by an Employee of the Month Committee. The Committee will be chosen by the County Manager.
- C. An Employee of the Year will be selected by the Employee of the Month Committee from the 12 Employee of the Month recipients.

2. Method of Recognition

- A. The Employee of the Month will be recognized during the first Commissioner's meeting of each month. The Employee of the Month will have their picture displayed in the lobby of the County Administration building.
- B. The Employee of the Year will be recognized during the first Commissioner's meeting in January. The Employee of the Year will receive a plaque engraved with their name and it will be displayed in the lobby of the County Administration building.