

WASHINGTON COUNTY EMPLOYEE OF THE QUARTER NOMINATION FORM



Nomination Information

Name:

Department:

Date:

WASHINGTON COUNTY EMPLOYEE OF THE QUARTER GUIDELINES

1. Method of Selection

- A. Employee of the Quarter nomination forms will be available to all employees to nominate coworkers, supervisors, and subordinates as candidates for the employee of the quarter. Nomination forms can be obtained from Department Heads or the County Manager's Office. The Clerk will e-mail all staff (not just the Department Heads) each quarter to remind them to submit their nominees. Employees may also re-submit their nominee if theirs did not get selected previously.

The following employees are not eligible to be nominated:

- MTW Health Department staff
- Clerk of Court staff
- Cooperative Extension staff
- Employee of the Quarter Committee members
- Clerk to the Board

- B. Completed nomination forms should be sealed and sent to the County Manager by the last Monday of the month preceding the month of the award. The winner will be selected by an Employee of the Quarter Committee (EOQC). The Committee will be chosen by the County Manager. The will rank each nominee by using a weighted system. For example, using the numbers from 1 – 5, with 1 being the least favorite and 5 being the most favorite.
- C. An Employee of the Year will be selected by the Employee of the Quarter Committee from the 4 Employee of the Quarter recipients.

2. Method of Recognition

- A. The Employee of the Quarter will be recognized during the Commissioner's meeting of March, June, September and December. The Employee of the Quarter would receive \$50.00, along with their picture and their certificate of appreciation displayed on the wall in the foyer of the Administration Building. Employee of the Quarter can only be chosen once in a calendar year.
- 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 recognition plaque and \$250.