



## CUMBERLAND COUNTY EMPLOYEE/TEAM RECOGNITION

**Purpose:** To recognize outstanding employees and teams for the work they do to strengthen the quality of life for our citizens.

**Please provide the following information. All nominations must be typed and limited to one double-spaced page.**

**Eligibility:** There are three ways an employee or team may be eligible for recognition.

1. Displays, on a consistent basis, above average performance in all of the following: attitude, cooperation, initiative and leadership, timely completion of duties, consistent application of the safety rules, OR
2. Consistently goes "above and beyond" what is expected, and displays exceptional merit on a consistent, long term basis, OR
3. Worked on a single project or who, through an act of exceptional performance, resulted in one of the following: increased department/division productivity or efficiency, significant cost savings, resolution of a significant problem, or increased morale and motivation of employees.

### **Program Guidelines:**

1. Eligibility for Award  
Only employees who have had two years of permanent service with the county are eligible.
2. Who May Recommend  
Any Department Head, Supervisor or fellow employee may submit a nomination under the eligibility guidelines. All recommendations must be signed by the Department Head, Assistant County Manager or Deputy County Manager.
3. Procedure  
To recommend a permanent employee/team, please complete the Cumberland County Employee/Team Recognition Form and attach it to the front of the narrative giving specific examples of how the employee/team has shown exemplary service or job performance. The narrative must be no more than one page, double-spaced. The form must be forwarded to the Department Head for signature. However, if a Department Head is nominated, then the form should go to the Assistant Manager or Deputy Manager (whoever is over that department) for signature prior to submission to the County Human Resources Manager.

4. Criteria for Nomination

- (1) Core Value or Goal:  
How an employee or team's performance illustrates a truly outstanding commitment to (a) exemplifying one (1) or more of the County's Core values, or (b) reaching one (1) or more County goals.
- (2) Strategy:  
Describe the strategy the individual or team used to reach the outcome, including a description of challenges faced and support gained.
- (3) Result:  
Describe the result(s) of the truly outstanding accomplishments or performance. The description of the result(s) should answer one or more of the following questions: What are the measurable outcomes? Who was affected? For example, were there cost savings? Efficiencies or productivity gained? Use comparable historical measures or team measures to illustrate results.
- (4) Award:  
The employee selected by the Employee/Team Recognition Committee will be honored at the Board of Commissioners meeting and will receive a plaque. In addition the employee will receive a four (4) hour paid time-off leave voucher.

Nominations will be reviewed by the Special Recognition Committee comprised of representatives from Human Resources, Management, and Clerk to the Board of Commissioners.

March 2008



## EMPLOYEE OR TEAM NOMINATION

1. Nominee's Name/Title: \_\_\_\_\_ / \_\_\_\_\_ Department \_\_\_\_\_
2. Team (Employees Names) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Person Nominating: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Years of Permanent Service Nominee(s) has with the County: \_\_\_\_\_
6. Category of Eligibility: **(Check One)**
  - \_\_\_ A. Displays, on a consistent basis, above average performance in all of the following: attitude, cooperation, initiative and leadership, timely completion of duties, consistent application of safety rules, OR
  - \_\_\_ B. Consistently goes "above and beyond" what is expected and displays exceptional merit on a consistent, long term basis, OR
  - \_\_\_ C. Worked on a single project or who, through an act of exceptional performance, resulted in one of the following: increased department/division productivity or efficiency, significant cost savings, resolution of a significant problem, or increased morale and motivation of employees.

### Nomination Reviewed by Department Head, Deputy/Assistant County Manager:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*SUBMIT NOMINATIONS TO HUMAN RESOURCES MANAGER\*\*\***

Human Resources Manager's Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

### COMMITTEE RECOMMENDATION

\_\_\_\_ Award Recommended (Specify Award Recommended): \_\_\_\_\_  
\_\_\_\_ Award Not Recommended

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_