



Payson City Employee of the Month Program

Purpose

The purpose of the Employee of the Month program is to recognize outstanding employees who demonstrate excellent service by making contributions that go beyond the employee's usual job assignments/expectations. It is also a way of giving important recognition for the hard work of our dedicated employees.

Eligibility to Nominate

Any employee may nominate another employee(s). For example, nominations may be peer-to-peer, employee to manager/supervisor, or manager/supervisor to employee. Employees or teams may also be nominated by the general public or elected officials.

Criteria for Employee of the Month

The Employee of the Month (EOM) demonstrates excellent in the workplace. Eligibility criteria include, but are not limited to the following:

1. Employee must demonstrate a willingness to take initiative beyond regular job assignments, resulting in inspiring others and supporting the performance and achievement of others.
2. Employee must demonstrate a high quality of work and a commitment to carrying out job responsibilities, is an asset to the department, and serves as a role model for others.
3. Employee must demonstrate the ability to work as a team member. Employee thoroughly understand the concept of TEAMWORK and positively impacts their respective department.
4. Consistently dependable, completes assignments on time.
5. Employee exhibits a professional demeanor.
6. Employee has performed a singular outstanding deed that warrants recognition.
7. Employee is customer service oriented and conducts himself or herself in a courteous and respectful manner.

8. Employee is proactive to members of the public and other department's requests.
9. Employee positively affects the efficiency of the City by adhering to their schedule and is consistently productive at a high level.
10. Employee is innovative and creative.
11. Employee is safety and security conscience.

Process

1. Forms and criteria on the EOM program will be posted on the City's website on the Human Resources Page or available through the HR Division, located at that Payson City Center, 439 West Utah Avenue.
2. Nominations are accepted at any time. Submit completed forms to the Payson City Human Resources Division. Forms must be signed by the nominator. Forms may be emailed to melaniem@payson.org, mailed or hand delivered to Payson City Human Resources, 439 West Utah Avenue, Payson, UT 84651.
3. The Selection Committee will go through nominations and select a winner based on the above criteria. The committee will meet on the 1st Thursday of every month to select the winner for the month.
4. The Selection Committee will consist of the City Manager and the Department Directors.
5. The Committee will accept nominations on a rolling submission basis.
6. If a member of the Selection Committee is nominated, he or she will recuse himself or herself from participating in selecting the Employee of the Month for the month that he or she is nominated.
7. Business permitting, the winner will be announced within one (1) week of the decision being made by the Selection Committee by making a presentation to the employee in his/her department. It will also be communicated via-email, as well as posted on the City's website and an article will be placed in the Payson City Newsletter and the local newspaper to prominently announce the recognition.

Awards

The EOM program will provide awards to such employees by means that is fair, with equal consideration of all eligible staff.

Employee of the Month:

1. The Mayor, City Manager, and the employee's supervisor will present the award to the employee in his or her department.
2. The employee will receive a letter of commendation, which will also be placed in their personnel file, a certificate of recognition, and \$100.
3. The employee will receive their choice of a Payson City apparel item.
4. The employee will be featured in the Payson City Employee Newsletter, as well as the Payson City Newsletter.

Nominations for Employee of the Month:

1. The employees who made nominations for EOM will be eligible for a drawing each month for a prize, approx. \$10-\$15 value.
2. At the end of the calendar year, all of the employees who nominated an EOM that year will be eligible for a drawing to receive a \$100 or equivalent value award (gift card or an item).



Employee of the Month Nomination Form

Name of Nominee: _____ Dept/Division: _____

Job Title: _____ Date: _____

Please provide specific, detailed examples to support your nomination. The information you provide will be used by the Selection Committee to determine the recipient of this award. These activities must have occurred within the last 60 days. Please attach additional pages if needed.

- * Describe how the employee demonstrated a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.

- * Explain how the employee demonstrated a high quality of work and a commitment to carrying out job responsibilities, is an asset to the department, and serves as a role model for others.

- * Describe how the employee demonstrates the ability to work as a team member.

- * Please describe an event and/or outcome(s) that shows how the employee has demonstrated initiative or employee innovation.

- * Please describe an event and/or outcome(s) that shows how the employee has enhanced productivity or improved quality of work or service.

* Please describe an event and/or outcome(s) that shows how the employee has generated cost savings for the City.

* Please describe and an event and/or outcome that shows how the employee has demonstrated excellent customer service that is beyond the routine level of day-to-day customer service and impacts the customer in a positive and meaningful way.

Nominated by: _____ Date: _____

Dept/Division: _____ Phone #: _____

Email Address: _____

Nomination Submittal:

Nominations may be submitted via email to melaniem@payson.org or mailed or hand-delivered to Payson City Human Resources, 439 West Utah Avenue, Payson, UT 84651.