



EMPLOYEE RECOGNITION COMMITTEE

GUIDELINES FOR NOMINATIONS FOR EMPLOYEE OF THE MONTH EMPLOYEE OF THE YEAR PROCEDURE

The Board of Commissioners of Calvert County, through the Employee Recognition Committee (ERC), is pleased to recognize Calvert County government employees, as “*Employee of the Month.*”

This award acknowledges individual excellence for superior job performance **and/or** special individual efforts that go above and beyond the employee's normal job duties. Awardees will be recognized by the Board of County Commissioners during a scheduled televised hearing.

Nominations may be submitted by Department Heads, supervisors, or co-workers using the Employee of the Month Nomination Form. The Nomination Form may be emailed or placed in interoffice mail to the [ERC Awards Coordinator](#). Keep in mind, Department Heads must approve/sign the nomination form prior to submittal.

Below are some suggested categories for your consideration:

- Effectiveness of public contact
- Respect of fellow employees (integrity, work ethic, team spirit, attitude)
- Quality of work (knowledge, experience, judgement, organization, effectiveness of communication, problem solving abilities)
- Quantity of work (initiative, industry, perseverance)
- Contributions toward improving organizational morale (positivity, internal customer service, co-worker support)
- Actions that improve public image of county government

When preparing your nomination, be as specific as possible about the nature of the service or project and the ultimate outcome of the employee's efforts. Let us know why you feel this employee deserves this recognition. Letters of commendation/support from the public and other employees can be included.

The Employee of the Year is selected from among the winners of the Employee of the Month awardees for that particular year by the ERC members. The Employee of the Year is announced and honored at the annual Employee Service Awards ceremony.

If you have any questions concerning this award please do not hesitate to contact any of the members of the Employee Recognition Committee.