

Criteria for Employee of the Month

Effective 12/1/2020

The following criteria will be used in selecting an Employee of the Month (EOM):

1. Employee must have worked a minimum of two (2) years in a regular capacity for the City of Gardiner and is not currently in probationary status at time of nomination.
2. Employees can receive the employee of the month recognition more than once; however, there must be a break of a minimum of two (2) years between awards.
3. Employee must demonstrate excellence in the area of teamwork.
4. Employee must demonstrate excellence in the area of commitment.
5. Employee must demonstrate excellence in the area of leadership.
6. Employee must demonstrate excellence in the area of customer service (if applicable to their respective position).
7. Employee contributes to a positive attitude in the workplace.

Information on nominees will be solicited from:

1. The nomination form
2. The Nominator
3. City Manager's knowledge of nominee
4. HR Director's knowledge of any performance issues
5. Nominee's immediate supervisor

Process:

1. Forms and criteria on the Employee of the Month program will be posted on the city's web site or available from Department Heads or the City Manager.
2. Nominations are accepted at any time, however only one team member will be chosen each month.
3. Submit completed forms to the City Manager by the last day of each month.
4. Forms must be signed by the nominator.

5. The City Manager will choose the Employee of the Month within the month after submission.

6. Employees receive:

a. A letter from the Mayor and City Manager announcing them as EOM

b. A Gift of Gardiner Gift Certificate for \$50.00

c. Employee of the Month pin

d. Name and month of award engraved on plaque which is displayed in the lobby of City Hall

7. The EOM is highlighted on the City's Website.