



## **Employee Recognition Program**

### **Types of Recognition**

- 1. Employee of the Month** Nominations will be submitted for non-supervisory staff for each program office and one employee will be selected. Any of the non-selected candidates can be re-submitted for consideration as a nomination for the next month, if the program office submitter elects to continue.
- 2. Employee of the Year** Nominations will be selected from the Employee of the Month by MEMA employees.
- 3. Supervisor of the Year** One candidate will be selected by committee from recommendations of each Office Director.

### **Criteria for all Nominations**

Nominators should consider the following qualities when they are considering a candidate:

- Nominee displays a positive attitude and respects MEMA's mission.
- Nominee promotes teamwork and a positive work environment.
- Nominee shows due diligence and compassion when working with others.
- Nominee is dependable and takes the initiative in accepting additional duties.
- Nominee is punctual, resilient, flexible, and dependable.

### **Employee Recognition Awards Committee**

The Executive Director will appoint members across the agency to serve as an agent of fairness and uphold confidentiality. Duties of the members include:

- Reviewing nomination submissions and score accordingly.
- Attend meetings for candidate selection.
- Assist with end of year planning for Employee and Supervisor of the Year awards.

### **Incentives**

- Certificate and photo in MEMA Newsletter
- Special Parking Space for the Month
- For Employee and Supervisor of the Year, lunch with Executive Leadership



## Employee of the Month

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Please complete all questions as their score is based on the response.

**Nominee's Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

1. How does the nominee demonstrate the values and mission of MEMA? (20 points)
  
  
  
  
  
  
  
  
  
  
2. How does the nominee promote a positive work environment and increase productivity? (20 points)
  
  
  
  
  
  
  
  
  
  
3. How does the nominee demonstrate compassion with others? (20 points)
  
  
  
  
  
  
  
  
  
  
4. How does the nominee promote positive work ethics with others? (20 points)
  
  
  
  
  
  
  
  
  
  
5. Why do you feel this nominee should be selected as Employee of the Month? (20 points)