

## **RT&CIPF and PWA Employee of the Month Program**

**Purpose:** The purpose of the Employee of the Month Program is to recognize Police Officers and or Staff who have served the RT&CIPF in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude towards colleagues as well as members of the Public.

### **Criteria:**

The nominee must be a permanent employee and must be approved by his or her supervisor (which will be verified) prior to being named as the recipient of the award.

#### Attitude and Commitment

- Dedicated to fulfilling job responsibilities
- Demonstrates good customer service skills
- Consistently dependable and is punctual in reporting to work
- Active involvement in work related activities
- Serves as a role model to others
- Goes above and beyond the requirements of the job

#### Interpersonal Skills

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude
- Voluntarily assists co-workers in order to complete important department projects

#### Work Performance

- Knowledgeable of RT&CIPF policies
- High overall quality of performance
- Accurately completes work assignments on time
- Controls high stress situations tactfully and calmly
- Takes initiative
- Requires little supervision
- Willingness to learn and take on new responsibilities
- Ability to train others and gladly willing to do so

#### Personal Traits

- Maintains an appropriate and neat personal appearance and dress
- Professional demeanor
- Conscientious, honest, hard-working
- Integrity, on and off the job

Nominees will be judged on a point system. Each criteria standard has a point value (as denoted above). Any employee can nominate a co-worker simply by filling out and submitting a nomination form. Members of the public may also fill out and submit a nomination form. Forms are available on-line on the PWA website [www.pwac.tc](http://www.pwac.tc) . They are to be submitted to the PWA Secretary, e-mail ([pwa@tcipolice.tc](mailto:pwa@tcipolice.tc)), or simply placed in the marked box in the Police Station.

Nominators should keep in mind the judging criteria and write the nomination accordingly. When asked why a co-worker is deserving of the award, elaborate on your response; give specific examples; using your descriptions. Attempt to reveal in words how your co-worker met each of the criteria.

Once a month, Sub-Committee will meet to review all of the nomination submissions. Each nomination will be graded according to the previously-stated criteria and the points tallied to determine the nominee's overall score. The highest scoring nominee will be considered for the award. Once this is determined, we will verify with the candidate's supervisor that the employee is not under any disciplinary action that would cause him or her to be ineligible for the award.

Once the selection has been finalized, PWA will present the winner with:

- a certificate signed by the Commissioner of Police or his designate,
- a crystal award with Officer's name

Those employees nominated, but were not chosen will received notification from the Committee that they were nominated and the nomination ballet attached.

The names of each month's recipient will then have a name plate done and it will be placed on the plaque on the wall visible to the public. As names rotate off the plaque they will be given to the recipient as an additional keepsake