

Employee of the Month Nomination Form

The Employee of the Month program is designed to recognize the suburb efforts of Cedar City employees, as noticed by their peers and supervisors. Not to replace or compete with the City=s Outstanding Employee program, the Employee of the Month program will provide a more frequent opportunity to recognize outstanding service. Regular full and part-time employees are eligible for nomination. Nominations may be made by any employee by completing the form.

Nominated Employee: _____ Job Title: _____

Department: _____ Supervisor=s Name: _____

Employee Submitting Nomination: _____ Submission Date: _____

Please describe the nominee=s qualities and attributes: (Be specific and give examples of Outstanding performance).

And we all agree ... (Endorsement signatures)

Department Head signature

EAC Use Only:

EAC review Date _____

Action Taken _____