



The Employee Enrichment Committee has started an Employee Recognition program to help show appreciation for the Village's hard working employees. This program will be on a nomination basis. This will be a quarterly award program.

All employees of the Village will be eligible for nomination, fulltime, part-time, seasonal, etc. The employee can also be a supervisor, manager or administration and the nomination can be submitted from a co-worker, supervisor or manager.

The employee chosen will receive a certificate of recognition and a gift. Please only submit one form per person that you are nominating within a reasonable time frame.

Below is the criterion for this program:

CRITERIA FOR EMPLOYEE RECOGNITION

The Selection committee reviews nominations for employee recognition based upon the following criteria:

1. An employee who routinely works above and beyond their standard job duties. These are employees, who see something that needs to be done and take care of it without complaint; who put in extra hours when needed, etc.
2. An employee who has "gone the extra mile to provide exceptional service to a resident or other "customer".

It is expected that every employee performs the duties of their job well. Nominating an individual simply because he or she is a "nice" person or they get along well with others is not necessarily a basis for recognition.



EMPLOYEE RECOGNITION NOMINATION FORM

DATE: _____

WHO DO YOU WISH TO NOMINATE? _____

DEPARTMENT THEY WORK IN: _____

WHY DO YOU WANT TO NOMINATE THEM? _____

YOUR NAME: _____

(You do not have to list your name if you wish to be anonymous)