



EMPLOYEE(S) OF THE MONTH NOMINATION PROCESS

Employee of the Month Rules & Eligibility

The Employee of the Month award program was developed to encourage recognition of Manheim Township staff who have significantly benefited the community and made contributions beyond the usual expectations of their day-to-day work.

Award

The Employee of the Month will receive recognition at a monthly Board of Commissioners Meeting, framed citation read at the meeting, \$25 gift card, and photo displayed on Employee of the Month wall.

Eligibility and Rules

To be eligible for the Employee of the Month award, an employee must hold a full-time, part-time, or seasonal position with Manheim Township. Nominees not selected as Employee of the Month will be held and reconsidered each month for one year from the date first received. Employees who have retired or resigned from Manheim Township since being nominated are not eligible to receive the award. The Nominee must not have received the Employee of the Month award in the past thirty-six months.

Suggested Criteria for Nomination/Selection

A scoring model will be used by the Employee Recognition Committee based upon the following criteria. *However, an employee does not meet all these requirements to receive the award.* In order for the committee to fully evaluate the nominated employee's attributes and/or achievements, it is important that specific examples are cited in the nomination form.

- Does the employee have an outstanding attendance record?
- Does the employee consistently "go the extra mile" without being asked?
- Is the employee creative within their position? Have they improved work methods, improved efficiency within the department, contributed to new ideas, or enhanced their own responsibilities?
- Do they advance their knowledge by learning new skills?

- Is the employee cooperative, compassionate, and friendly to fellow employees on a regular basis?
- Have they volunteered for special projects?
- Does the employee have better-than-average ability to work under pressure?
- Is the employee extraordinarily loyal and dedicated to Manheim Township and the community we serve?
- Does the employee possess other qualities that would make them deserving of such an award?

Remember - the employee does not have to meet all criteria in order to be nominated or selected for the Employee of the Month award.

To nominate an employee, please complete the electronic application found on the Human Resources page at www.manheimtownship.org under the Employee of the Month tab.