



EMPLOYEE OF THE QUARTER NOMINATION INFORMATION

NOMINATION PROCESS:

All regular, full time, part-time, and seasonal city employees are eligible to be nominated for Employee of the Quarter. A peer, or supervisor may nominate them. Directors are not eligible for this program.

SELECTION PROCESS:

Each quarter, the Award Recognition Committee will meet and review all of the nomination applications from the directors, and employees. This committee, made up of one representative from each bargaining unit and 2 Directors, will select one Employee of the Quarter. The Committee maintains the final decision on selection of the Employee of the Quarter, and Employee of the Year. A copy of the nomination form will be sent to the Department Director/s. **Non-selected nominations must be resubmitted for consideration for future awards.**

SELECTION CRITERIA:

Our values drive behavior and support effective implementation of the mission, goals, objectives, and actions that lead us toward our vision. The City has identified five core values that are essential to the work we do. An employee may be nominated for his or her outstanding performance in one of the following values:

- **One Team-** employee showcases unification as one team, working together with a purpose to be effective with open and responsive communication, respecting different ideas, valuing the contributions of all, trusting and holding each other accountable.
- **Integrity-** employee showcases commitment and accountability as being responsible, honest, ethical, and fair in all aspects of our work. Shows integrity, which is the backbone of our operation.
- **Customer Service-** employee strives to exceed expectations and provide consistently positive, responsive and superior customer service with empathy and timely follow-up, empowered with the goal of being solutions oriented.
- **Leadership-** employee exhibits that they are approachable, respectful, and with confidence lead by example through sound independent decision making, with forward thinking, and doing what is right.
- **Professionalism-** employee demonstrated that they are knowledgeable, reliable, efficient, and ethical, holding ourselves to high standards, improving the quality of life for our community.

AWARDS:

- Employee of the Quarter – Menifee Proclamation, Appreciation Swag, Gift Certificate, and name on Employee of the Quarter Award plaque in the lobby of City Hall
- Employee of the Year- Menifee Proclamation, Appreciation Swag, Gift Certificate, and their name on Employee of the Year Award Plaque in the lobby of City Hall
- Non-Selected Nominees may receive a nomination certificate

DATES:

The nominations for the Employee of the Quarter must be received by the following deadlines to meet event dates throughout the year:

1st Quarter: December 5 (honored at December event)

2nd Quarter: March 5 (honored at April event)

3rd Quarter: June 5 (for 2018- must be received by July 5) (honored at July event)

4th Quarter: September 5 (honored at October event)



Employee of the Quarter Nomination Form

NOMINEE'S INFORMATION

Nominee's Name: _____
 Nominee's Title: _____
 Department: _____
 Nominee's Phone/Email: _____
 Nominee's Email: _____

NOMINATOR'S INFORMATION

Nominator's Name: _____
 Nominee's Title: _____
 Department: _____
 Nominator's Phone: _____
 Nominator's Email: _____

It is the goal of the City of Menifee to recognize employees who have demonstrated Service Excellence in one or more of the City's core values: One Team, Integrity, Customer Service, Leadership, and Professionalism.

What project(s) or task(s) did the individual perform to support his/her nomination for this award?

Describe what kind of effect or impact this employee's achievement(s) had in the workplace or community.

Were there any special circumstances or obstacles that the employee had to overcome?

Please send/ scan or email nomination form to:
 Employee Service Award Nomination
 c/o Human Resources Dept.
 29714 Haun Road, Menifee, CA 92586
 Email/Scan to: Nominations@cityofmenifee.us