

Employee of the Quarter:

The Employee of the Quarter Program is to further recognize employees who embody the values of their department and the City. Human Resources will evaluate the Extra Mile recipients through the 20th of the final month in each quarter for employment record, number of nominations, etc., and compile a list of eligible nominees to be provided to the Recognition Committee by the 25th of the final month in each quarter. The Committee will then evaluate the eligible Extra Mile recipient list and select the Employee of the Quarter by the last business day of the final month of each quarter.

Eligible candidates for the Employee of the Quarter are determined using the following guidelines:

- Must have recommendation of the Department Head
- Must be an individual; not a department, functional unit, or group of people.
- Must be a non-probationary, full-time employee
- Must have been employed with the City for at least one (1) year
- Must not have been selected in the prior nomination year as the Employee of the Quarter.
- May be employed at any location or department
- Must have a distinguished attendance record, is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.
- Must have a satisfactory rating on their last performance evaluation.

Each individual/team member will receive:

- Plaque of Appreciation
- Formal presentation of award at a Commission Meeting
- Social recognition (employee/team picture from award presentation and congratulatory blurb)
- Tervis-style tumbler with Employee/Team of the Year and City graphic
- Cash award of \$50 for Employee of the Quarter/Cash award of \$50 for each member of Team of the Quarter (maxed at \$250 per team, distributed evenly among team members).