

Team of the Quarter:

The Team of the Quarter Program is to further recognize a group of employees who served as a team or cross-functional team and embody the values of their department and the City. Nominations must be submitted for Team of the Quarter by the 20th of the final month in each quarter. The Human Resources liaison will review each nomination, including reaching out to the party making the nomination and Department Head(s), and then compile a list of eligible teams to be provided to the Recognition Committee by the 25th of each month. The Committee will then evaluate the nominated teams and select the Team of the Quarter by the last business day of the month.

Nomination Process:

Nominations must be submitted using the proper nomination form. Incomplete nominations, or nominations made without the proper form will not be accepted. The person making the nomination must include their contact information and provide a written description of the action or contribution of the team and its benefit by using the designated nomination form. Nominations for a team may not be made by any of the individual members making up that team.

Eligible teams for the Team of the Quarter are determined using the following guidelines:

Must be a functional unit or group of two (2) or more individuals collaborating on a special assignment or project.

May be employed at any location or department within the City.

All team members should be employees in good standing and will be reviewed for attendance and performance records.

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).