



Benton County's Employee of the Month Program

Purpose:

Benton County has many excellent employees who contribute to making a positive impact on how we serve the taxpayer and be good stewards of taxpayer dollars. This excellence in performance is visible in the way the employee supports his/her department, co-workers, other departments, and above all, the taxpayer. This monthly award is meant to recognize those individuals who go above and beyond the standard expectations position and set a positive role-model for others.

Nomination Process:

- Nominations may be submitted by any full-time employee, department head, elected official, or a member of the general public. Employees may give the form to their Elected Official to be turned in to the Treasurer's Office. **All forms are to be in a sealed envelope.**
- Nominations must be submitted to Deanna Ratcliffe no later than the 15th of each month. If the 15th lands on a holiday or weekend, the deadline for submission will be on the next business day. The Employee of the Month will be chosen by the Elected Officials at their monthly meeting. Any applications received after the deadline will automatically be included for consideration the following month.
- An employee may receive this award no more than once during a calendar year.
- Nominations will be kept for consideration for one year from the date of nomination.

Award Eligibility:

- Must be a full-time employee of Benton County.
- Must not have received the award during the current calendar year.
- Must have been employed by Benton County for at least six months.

Benton County Employee of the Month Award:

Recipients of the award will receive a personal certificate, a certificate for his her personnel file, and where possible – a preferred parking spot for one month. In addition, the employee's name will be added to the Employee of the Month Plaque, located in the main lobby area of the building where the current recipient is assigned. Recipients of the award will be automatically entered in the selection process for Employee of the Year.

Evaluation Criteria

- The employee's specific work ethic and the extent to which it served to contribute to the employee's work team, the organization – or the public good.
- The impact the employee had on the efficiency, effectiveness or responsiveness of a department service or product.
- The originality of the employee and the inspiration he/she had on other employees toward excellence of performance.
- The Employee who goes above and beyond what is required of their job.

Benton County Employee of the Month Nomination Form

Date: _____

Employee's Name: _____

Department: _____ Job Title: _____

Describe your reasons for nominating this person: *(You may attach additional pages if needed)*

Nomination submitted by: _____

Department: _____ Job Title: _____

Phone number _____ *(if we need to further information about your nominee)*

Relationship to nominee:

- Elected Official Supervisor Co-worker
 Subordinate General Public
 Other _____

Signature: _____

Date: _____