

HORRY COUNTY EMPLOYEE QUARTERLY AWARD PROGRAM

PURPOSE: To establish procedures for recognizing those county employees who have exceeded the standard in the performance of their duties.

ELIGIBILITY: Nominee must be a regular full-time employee who has received a satisfactory (2) or higher rating on their most recent performance evaluation and consistently demonstrates acceptable customer service skills.

SUBMISSION REQUIREMENTS: Each quarter, Department Heads will submit to their respective Division Directors one nominee (if applicable) for Employee of the Quarter. Department Heads are not required to submit a candidate for Employee of the Quarter if criteria is not met. The attached format will be used when submitting the award. Nomination forms must be turned into Division Directors Not Later Than the first Wednesday following the 1st Council Meeting of the Month which follows the end of each calendar quarter. For example: 1st Quarter – January-March (Nomination due Not Later Than the first Wednesday following the 1st Council Meeting in April); 2nd Quarter – April-June (Due July); 3rd Quarter – July-September (Due October); 4th Quarter – October-December (Due January).

SELECTION PROCESS: A selection committee comprised of the three Division Directors will select the quarterly award recipient from each Division. Therefore, each quarter there can be a total of three Employee of Quarter recipients, one from each division.

SERVICE AWARD CEREMONY/RECOGNITION: The last week of the month following each quarter (April, July, September and January) there will be a catered breakfast recognizing all nominees and announcing the quarterly award recipients for each division. The names of all nominees who do not win will be included in a drawing for a prize that will be determined and presented at the Employee Christmas party. An employee's name will be added to the drawing as many times as they have been nominated and have not been a quarterly award recipient. (If an employee is nominated during two consecutive quarters and is not selected as the quarterly award recipient either time, their name will be entered in to the drawing twice.)

AWARDS: All quarterly award recipients will receive a certificate of achievement signed by their respective Division Directors and the County Administrator. The certificate will identify the employee name, their department name, and their division name. A duplicate certificate will be provided to the department of the quarterly award recipient to be prominently displayed within the department. The three (if applicable) quarterly award recipients (Employees of the Quarter) will receive a \$250 monetary award. This award will be generated through the County payroll system, and "taxes grossed-up" so that the net check equals \$250, as is currently done with Christmas gifts. The three quarterly award recipients will also receive a reserved parking space for the three months beginning the month after they are notified of their selection. (The quarterly award recipients for the quarter ended March 2006 will be notified of their selection on April 25, 2006 and will receive a reserved parking space for the months of May, June and July.

ANNUAL AWARD PROGRAM: . All employees awarded for being Employee of the Quarter for the four quarters ending prior to November of each year are candidates for the Employee of the Year award. A candidate will be disqualified if:

- 1) at any time during the period of time since being awarded Employee of the Quarter through the following December 1st, the employee received an evaluation with a cumulative rating less than 2.0, or
- 2) the employee is no longer employed by the County as of the date of public announcement of the award recipient, or
- 3) at any time during the period of time since being awarded Employee of the Quarter through the following December 1st, the employee received a disciplinary suspension, or
- 4) the employee worked less than 8 months, due to illness, vacation, FMLA, etc., during the nominating year.

By November 1, department managers shall submit a nomination form for each of the candidates currently employed within their department. All 12, if applicable, will be considered by a board comprised of the County

Administrator and all three Division Directors. All department managers who have nominated a candidate will be interviewed by the Division Directors and the County Administrator. The County Administrator will select the Employee of the Year by December 1st. The Annual Employee of the Year will be announced at the Employee Christmas Party, and at that time will receive their \$1,000 award, which will be generated through the County payroll system and "taxes grossed-up" so that the net check equals \$1,000, as is currently done with Christmas gifts. The Employee of the year will be recognized at the 1st County Council Meeting in January, when they will receive a County Council Resolution honoring them. The Annual Employee of the Year will receive:

- A resolution from Council recognizing the Employee of the Year
- \$1,000 monetary award

CRITERIA FOR AWARD: Any employee who meets the eligibility requirements above can be submitted for the award. This award is intended to recognize efforts that go beyond the expected job requirements of the employee. When nominating employees for this award, consideration must be given to cost/time savings; recognized increased efficiency, and/or effectiveness; or generating, etc. What would have been the impact if the employee's efforts had not been made? The nominee's achievements must be measurable and verified, and result in one or more of the following:

RECOGNITION CRITERIA

- The act or performance accomplished by the employee must be something of significance, to an individual, to the department or to the county organization as a whole
- Sustained improvement and excellent work performance documented by specific outcomes and achievements at an unusually high level over an extended period of time of 3 months or longer
- Increased quality, quantity or timeliness of a service at above average level at the same or lower cost
- The same quality, quantity or timeliness of a service during a period when the nominee took on added responsibilities
- Performance of duties under extraordinary circumstances in a manner that constitutes a contribution of unusual merit to the public service
- Innovative and trend-setting initiatives that improve operations and/or result in savings to the county
- An innovative positive incentive that reduces accidents, injuries, and/or safety violations or encourages employee safety
- Demonstrated excellence in performance of customer service
- Identified safety deficiencies and made corrective recommendations
- Demonstrated the "Character First" word of the month for all three months during the nominated quarter.

NOMINATION REQUIREMENTS

- Clearly describe the degree to which the nominee unquestionably performed beyond normal requirements and expectations
- Explain how nominee achieves goals and exhibits initiative and creativity in accomplishing assignments
- Nominee's achievement was initiated independently
- Nominee's achievement resulted from an innovation or assumption of responsibility above and beyond the standards of his or her position, and the performance of other employees in similar jobs
- Nominee's achievement followed a functional consolidation, a reduction in staff, or occurred despite an unusually difficult work environment
- Nominee's achievement resulted in increased external or internal customer satisfaction with the quality of a service or product

Updated Policy Approved:



Danny Knight, County Administrator

2-20-2008
Date

**EMPLOYEE QUARTERLY AWARD PROGRAM
NOMINATION FORM**

Nominee Information:

Name: _____

Date of Hire: _____ **Position:** _____

Department: _____ **Date of Submission:** _____

Date last evaluation: _____ **Score last evaluation:** _____

Date(s) of Accomplishment: _____

RECOGNITION CRITERIA (indicate by checkmark which of the following criteria apply to this nomination – more than one criteria may apply):

- The act or performance accomplished by the employee must be something of significance, to an individual, to the department or to the county organization as a whole
- Sustained improvement and excellent work performance documented by specific outcomes and achievements at an unusually high level over an extended period of time of 3 months or longer
- Increased quality, quantity or timeliness of a service at above average level at the same or lower cost
- The same quality, quantity or timeliness of a service during a period when the nominee took on added responsibilities
- Performance of duties under extraordinary circumstances in a manner that constitutes a contribution of unusual merit to the public service
- Innovative and trend-setting initiatives that improve operations and/or result in savings to the county
- An innovative positive incentive that reduces accidents, injuries, and/or safety violations or encourages employee safety
- Demonstrated excellence in performance of customer service
- Identified safety deficiencies and made corrective recommendations
- Demonstrated the “Character First” word of the month for all three months during the nominated quarter.

DESCRIPTION OF EMPLOYEE'S ACHIEVEMENT: Focus on an act or performance accomplished by the employee that is significant or of great value to the department or county organization as a whole and is beyond normal expectations of the employee. When submitting employees for this award, consideration must be given to the employee's customer service, cost/time savings; recognized increased efficiency, and/or effectiveness; or revenue generated funds. (Limit nomination to 2 pages or less)

Department Head Signature: _____