



Division Guideline #52

Date: August 5, 2015

Title: Employee Recognition-Selection of Employee of the Year

Application: Applies to Department of Mental Health-Division of Developmental Disabilities Regional Offices

Purpose: The purpose of this directive is to outline the recognition process for the annual selection of the Employee of the Year.

Definitions:

Eligible Candidates: An employee who has been selected as Employee of the Month during the current calendar year.

Employee of the Year: An employee selected from a group of employees who have previously been awarded Employee of the Month based upon outstanding job performance, initiative, cooperation and professionalism.

Procedures

1. A representative of the Regional Office Management Team will notify the Employee Relations Committee Coordinator the date of their meeting to select the Annual Employee of the Year.
2. The Employee Relations Committee (ERC) shall submit names and narratives of the eligible candidates to the Regional Office Management Team. All documentation shall be submitted at least fourteen (14) working days prior to the Annual Employee Recognition Event. The Regional Office Management Team shall review and discuss each narrative and select one employee for each Regional Office.
3. The Regional Office shall purchase a plaque for the individual selected as Employee of the Year. The plaque shall be engraved with the employee's name.
4. At the annual Employee Recognition Event, the Regional Director or designee shall present the plaque to the Employee of the Year. Any additional monetary gifts are at the discretion of the Regional Office Administration.