



## **BALDWIN COUNTY COMMISSION**

### **GUIDELINES FOR EMPLOYEE OF THE QUARTER NOMINATIONS**

The goal of the Baldwin County Commission's **Employee of the Quarter Program** is to publicly recognize outstanding employees and acknowledge their accomplishments and contributions to the Baldwin County Commission as a whole. It also offers an opportunity for all employees within the County to recognize their peers for their exceptional job performance as well as offering the citizens an opportunity to recognize county employees who exhibit exceptional customer service.

#### **Who Can Be An Employee Of The Quarter?**

A candidate for the award must meet the following criteria:

1. Nominee must be a **permanent** classified employee.
2. Must have successfully completed his/her initial probationary period.
3. Must not have any active disciplinary action pending or on file for the previous year.
4. Must have consistent satisfactory job performance, time and attendance.
5. Has a positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
6. Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department. Provides service that reflects a positive image of the Baldwin County Commission. Some examples include but not limited to:
  - Producing high quantity and quality of work over an extended period of time;
  - Giving extra effort to complete a job or handle a heavier workload;
  - Filling in when team is short-staffed;
  - Volunteering for and working on special projects;
  - Creative problem solving resulting in substantial cost or time savings;
  - Significantly improving customer service or increase customer satisfaction;
  - Significantly improving a work process or increasing the efficiency of a procedure; and
  - Performing at a level above and beyond normal job requirements.
7. Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments.
8. Is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.
9. Not selected as Employee of the Quarter within the previous 2 years.
10. Any eligible staff member may be *nominated* more than once.



## Who Can Nominate Someone for Employee of the Quarter?

Any citizen and any permanent employees who work at the Baldwin County Commission may submit nominations. Nomination forms are available on BCAP for download, [www.baldwincountyal.gov](http://www.baldwincountyal.gov), or you may request a form from Personnel.

## How Is The Employee Of The Quarter Selected?

During the monthly Department Head meeting, each Department Head will be presented with their respective nominations and will review the nomination forms, without the name of the nominee revealed, and they will consider the response to the following five criteria, which appear on the form.

- Significantly **improves customer/employee service** or increases customer satisfaction.
- Significantly **improves work process** or increases implemented procedure efficiency.
- **Takes initiative** to reduce organizational barriers through activities such as mentoring, voluntarily assist in cross-functional teams.
- Works to **foster collaboration, communication, and cooperation** among peers, management and staff.
- **Performs** at a level **above and beyond** normal job requirements.

## How Is The Employee Of The Quarter Notified?

Once an employee is selected, the employee's department head will notify them. Personnel will schedule the employee's date to be honored at a Commission Meeting and will contact the employee and the employee's Department Head to inform them of the designated date/time.

## What Do We Do To Honor The Employee Of The Quarter?

The honoree will be presented with the following:

- A certificate of recognition, signed by the Commission Chairman, will be presented to the employee at a Commission Meeting.
- The employee will be recognized in the Baldwin County Register in a news release each quarter.
- The employee will be recognized in the Employee Newsletter.
- The employee will also be recognized on the Baldwin County Commission website.
- Employee will be submitted for the "Employee of the Year" honor for that calendar year.

## Where do I find/submit nomination forms?

Nomination Forms are available on the Baldwin County Intranet (BCAP) at: <http://bcap/Pages/Default.aspx>

And can also be found online at: [www.baldwincountyal.gov](http://www.baldwincountyal.gov)

Please direct all inquiries to Andrea Rider at [arider@baldwincountyal.gov](mailto:arider@baldwincountyal.gov) or by interoffice mail to Personnel.



**Departments are divided as follows for selection purposes:**

1. BRATS
2. Highway Departments (which also includes the Planning/Zoning department)
3. Solid Waste
4. Probate
5. Revenue
6. Accounting/Finance (includes License Inspections and Sales Tax departments)
7. Juvenile Detention and Girls Wilderness Camp
8. Building Inspections/ Building Maintenance
9. CIS Department
10. Administration (includes all Commission Offices, Archives, Council on Aging, Budget/Purchasing, Land Management, Personnel, Custodial, Board of Registrars, Coroner, Animal Control, and EMA.)