

CITY OF COLONIAL HEIGHTS

Employee of the Month

The purpose of the Celebrating Excellence Award is to recognize the exceptional performance, innovation, leadership, and/or outstanding achievements of a City employee on a monthly basis.

Who is eligible for the award?

- All full-time employees.
- Continuous part-time employees.
- Department Directors are not eligible for selection under the program.

Who can nominate an employee?

- Any supervisor or co-worker may submit a nomination.

What does an employee receive?

- Certificate signed by the City Manager.
- \$100 gift presented to the employee by the Mayor at a City Council meeting.
- Announcement in the local newspaper.
- Announcement placed on the City's web site and Intranet.
- Acknowledgment in the City Focus newsletter.
- Acknowledgement during an annual luncheon/dinner to be held in January/February.

How long will the nominated employee remain in the pool for consideration?

- Nominees that are not selected as the Employee of the Month will remain eligible for consideration 6 months following the original submittal date of their nomination.

Who selects the employee of the month?

- A senior management staff selection committee.

How do I nominate an employee?

- Complete the Nomination Form or a written summary.
- Submit nomination form or written summary to the City Manager's office.

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NOMINATION FORM

(Please write clearly or type the form.)

Name of Nominee: _____ Department: _____

In your own words, describe why you are recommending this person for Employee of the Month. Please be specific when referring to an accomplishment, event, assignment, project or situation and include dates or time involved.

(Attach a separate sheet if additional space is needed.)

Name of Nominator (Print): _____ Date: _____

Thank you for completing the Employee of the Month nomination form!

Please return completed form to:
City Manager’s Office
City Hall
P.O. Box 3401
Colonial Heights, VA 23834