



## **Employee Recognition Program**

### **Types of Recognition**

- 1. Employee of the Month** Nominations will be submitted for non-supervisory staff for each program office and one employee will be selected. Any of the non-selected candidates can be re-submitted for consideration as a nomination for the next month, if the program office submitter elects to continue.
- 2. Employee of the Year** Nominations will be selected from the Employee of the Month by MEMA employees.
- 3. Supervisor of the Year** One candidate will be selected by committee from recommendations of each Office Director.

### **Criteria for all Nominations**

Nominators should consider the following qualities when they are considering a candidate:

- Nominee displays a positive attitude and respects MEMA's mission.
- Nominee promotes teamwork and a positive work environment.
- Nominee shows due diligence and compassion when working with others.
- Nominee is dependable and takes the initiative in accepting additional duties.
- Nominee is punctual, resilient, flexible, and dependable.

### **Employee Recognition Awards Committee**

The Executive Director will appoint members across the agency to serve as an agent of fairness and uphold confidentiality. Duties of the members include:

- Reviewing nomination submissions and score accordingly.
- Attend meetings for candidate selection.
- Assist with end of year planning for Employee and Supervisor of the Year awards.

### **Incentives**

- Certificate and photo in MEMA Newsletter
- Special Parking Space for the Month
- For Employee and Supervisor of the Year, lunch with Executive Leadership

