



NOMINATION BALLOT For Employee / Team of the Month

- 1. Fill out form to nominate Employee OR Team of the Month
2. Send form to Department Head of the Employee/Team being Nominated
3. Department Head approves nomination by adding comments and forwarding form to HR Director

Employee of the Month
• The individual must have a minimum of six months of County service
• Only non-supervisory staff and first line Supervisory staff will be eligible.
• An individual might be nominated because of an idea that favorably impacted the public, the service level or the department OR because he/she has demonstrated an outstanding level of performance.
• If selected, the Employee of the Month will receive \$300 award and recognition at a Board of Supervisors Meeting.

Team of the Month
• Team can include non-supervisory, first-line employees, managers, and division managers as team members
• A team might be nominated because of an idea that favorably impacted the public, the service level or the department OR because the team has demonstrated an outstanding level of performance.
• If selected, the Team of the Month will receive \$500 to use for a recognition or training event for the team members and recognition at a Board of Supervisors Meeting.

NOMINATED BY: _____

Employee of the Month
Employee's Name: _____ Job Title: _____
Department: _____ Work Group/Division: _____

-OR-

Team of the Month
Department: _____ Work Group/Division: _____

REASON(S) FOR NOMINATION: (please be specific)
[Empty box for reasoning]

(Please send to the nominee's Department Head)

DEPARTMENT HEAD COMMENTS:
[Empty box for comments]