

## Recognition and Rewards

The Recognition and Rewards process provides forums to recognize Rockwall County employees who have exhibited outstanding efforts and achieved outstanding results in their jobs.

### Employees of the Quarter and Employees of the Year

#### Purpose

The Employee of the Quarter and Employee of the Year awards are utilized to recognize the exemplary efforts, results, and dedication of one Rockwall County employee and one employee from the Sheriff's Department / Detentions / Emergency Management each quarter and each year.

#### Eligibility for Awards

Regular full time employees of Rockwall County are eligible for awards in this program; however, elected officials and department heads are not eligible. Also, part time and temporary employees are not eligible for these awards.

#### Recognition Committee

A designated Recognition Committee will choose each Employee of the Quarter and will also select the Employee of the Year recipient from the four Employees of the Quarter.

The Recognition Committee will be composed of:

- one elected official,
- one department head,
- one supervisory employee (or chief assistant/chief deputy),
- one supervisory employee from the Sheriff's Department / Detentions / Emergency Management
- two non-supervisory employees.

Additionally, the Human Resources Director will chair the Committee administratively, but will be a non-voting member.

Every effort must be made by the Committee members to ensure that the selection process for all awards is fair and equitable for all employees in both reality and perception. Each Committee member must be very careful not to be prejudicial toward a submitted candidate

from his/her own workgroup. Also, each Committee member should positively support, in action and words, the candidate chosen for each award.

The proceedings, discussion, and votes of the Recognition Committee should be considered confidential in order for each member to feel comfortable to speak freely and for each employee's dignity to be preserved.

#### Criteria for Selection as an Employee of the Quarter or Employee of the Year

Some of the criteria that may be used for the selection of the Employee of the Quarter or Employee of the Year include the following:

- Employee has initiated a new program.
- Employee has been responsible for significant cost savings.
- Employee has recommended, designed, or implemented new processes or procedures.
- Employee has been responsible for improving efficiencies.
- Employee has been responsible for time savings.
- Employee has been responsible for other efforts that resulted in improvements for the County.
- Employee has been responsible for making a significant contribution to the citizens of Rockwall County.

#### Employees of the Quarter

One County employee and one employee from the Sheriff's Department / Detentions / Emergency Management will be chosen each quarter as the Rockwall County Employee of the Quarter.

The Employees of the Quarter will be formally recognized and congratulated during a meeting of the Commissioners Court.

The employees' names will be added to an Employee of the Quarter plaque that will be prominently displayed in the lobby of the new Courthouse.

The employees will also receive a personal memento, such as an engraved paperweight or small wall plaque suitable for display at work or home.

Additionally, the employees will be recognized by having a prime designated parking spot for three months at his/her work location.

### Employees of the Quarter Submission and Selection Process

Each elected official and department head may submit one candidate for Employee of the Quarter; however, it is not anticipated that every elected official and department head will submit a candidate each quarter. Only the most deserving of employees should be nominated for Employee of the Quarter.

To nominate an employee, the elected official or department head will complete and sign an Employee of the Quarter Nomination Form detailing the reasons that the employee should be considered for the honor. The nomination form will be submitted to Human Resources. Supporting documentation/justification may also be attached and submitted with the nomination form for the Recognition Committee's consideration.

If desired, the Committee may also seek additional information by questioning the elected official/department head or by other methods that it deems appropriate.

The Recognition Committee will meet, review, discuss, and select the Employee of the Quarter.

### Employees of the Year

The four County employees selected as Employees of the Quarter and the four Sheriff's Department / Detentions / Emergency Management employees will then also be considered for the Employee of the Year award.

The Employees of the Year recipient will be announced and recognized at the annual Christmas luncheon or a like gathering of employees.

The Employees of the Year will also be formally recognized and congratulated in a meeting of the Commissioners Court.

The employees' names will be added to an Employee of the Year plaque that will be prominently displayed in the lobby of the new Courthouse.

The employees will also receive a personal memento, such as an engraved paperweight or wall plaque suitable for display at work or home.

Additionally, the employees will be recognized by having a prime designated parking spot for one year at his/her work location.

### Employees of the Year Selection Process

For the Employees of the Year selection, the original Employee of the Quarter Nomination Forms and documentation will be reviewed and considered. The responsible elected official or

department head may also submit additional supporting information on an employee to Human Resources for the Committee's consideration.

The responsible elected official or department head (or their representative) may also present in person to the Recognition Committee the reasons that he/she feels the employee is most deserving of the Employee of the Year award.

The Recognition Committee may also request an interview with each of the candidates.

The Recognition Committee may also seek additional information by questioning the elected official/department head, the employee, or anyone else that the Committee deems pertinent to the process.

### **Certificate of Appreciation**

In order to recognize outstanding efforts and results produced by an employee, an elected official or department head may give a Certificate of Appreciation Award to that employee. The Certificate of Appreciation Award is a certificate suitable for framing or display.

Standard Rockwall County blank certificates will be provided to department heads and elected officials so they may fill in the appropriate wording on the document. The department head or elected official will sign the Certificate of Appreciation and present it to the employee.

An elected official or department head can recommend to another elected official or department head that a Certificate of Appreciation Award be given to a specific employee; however, it will be the elected official or department head responsible for that employee who determines if a Certificate of Appreciation will be awarded.

At the time it is awarded, a copy of each Certificate of Appreciation should be forwarded to Human Resources for inclusion in the employee's personnel file.

By January 15th each year, each elected official or department head is responsible for making sure that Human Resources has received every Certificate of Appreciation awarded during the previous calendar year in his/her work groups. Human Resources then will compile and present the list of recipients in the County to the Commissioners Court for recognition of their names in a late January or early February Court meeting.

