

EMPLOYEE OF THE MONTH

Nomination Form

The Jackson County Board of County Commissioners wishes to recognize those employees who have performed their duties in an exemplar and reflect the criteria specified in this policy. If selected, the Employee of the Month will be recognized in the first Commission Meeting corresponding to the month for which they were selected. The employee will be presented with a framed certificate, a check in the amount of fifty dollars \$50.00 and awarded a paid day off.

Eligibility

All Jackson County BOCC full-time employees are eligible to be nominated for Employee of the Month with the exception of the following:

- *Temporary or seasonal employees*
- *Employees currently on Probation*
- *Employees that have received disciplinary action within the last twelve (12) months.*
- *Department Directors*
- *Employees who have previously been selected as Employee of the Year within the past five(5) years*
- *Employees who have previously been selected as Employee of the Month within the last two years (2)*
- *Department Supervisors will be eligible on a bi-annual basis*

Procedures

Nominations may be submitted by any Jackson County BOCC Director or Supervisor

Directors/Supervisors

Should complete the form and e-mail it to jaustin@jacksoncountyfl.com or send it via inter-office, confidential envelope to Judy Austin, Human Resources Director.

I am nominating _____ of the _____ Department to be Employee of the Month for the Month of _____, 2020 because she/he exemplifies the following Values:

Integrity, Dedication, Competency, Loyalty, Innovation and Accessibility

In Your Own Words please provide reason for nomination and/or examples of why employee deserves recognition. Please describe in detail (Attach separate sheet if additional space is needed):

Print Name: _____

Date: _____