



JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS  
DEPARTMENT OF HUMAN RESOURCES  
EMPLOYEE OF THE MONTH/YEAR POLICY

**PURPOSE:**

To recognize an exceptional full-time employee each month, and one employee from the twelve (12) previously selected in the prior calendar year for Employee of the Year. The employee selected will have performed their duties in an exemplary fashion and reflect the criteria specified in this policy.

**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.

### **NOMINATION/SELECTION:**

Nominations can be submitted by Jackson County BOCC Directors or Supervisors. The form can be found on the Jackson County BOCC website. Completed nominations must then be submitted to the Human Resources Department.

Once a nomination is received, the Employee of the Month Coordinator (from the Department of Human Resources) will review each nomination to confirm eligibility. If the nomination meets the County's criteria, it will be presented to the Evaluation Committee for review and consideration.

The Evaluation Committee shall be composed of the Human Resources Director, Deputy County Administrator and representative appointed by the County Administrator.

Nominations will be considered for a total of three (3) consecutive months. If selected, the full-time employee and department director will be notified and a letter acknowledging their selection will be sent to the employee with a copy placed in their personnel file.

### **CRITERIA:**

An Employee worthy of receiving this recognition should possess the following values: Accessibility, Innovation, Accountability, Integrity, Competency, Loyalty, Dedication and Responsiveness.

### **RECOGNITION:**

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 and a check in the amount of fifty dollars \$50.00 and awarded a paid day off.

### **EMPLOYEE OF THE YEAR:**

At the beginning of each calendar year, the Evaluation Committee will meet and select from the previous twelve (12) Employees of the Month, a new Employee of the Year. The winner of the Employee of the Year will be announced at a County sponsored event and presented with a check in the amount of \$100.00 along with commemorative plaque and awarded two (2) paid days off.