

ATTACHMENT E
EMPLOYEE AWARD POLICY

Approved: June 11, 1998
Revised: February 7, 2005

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Williston Employee Excellence Awards

1. Purpose: To provide recognition and reward excellence for employees who through creativity, innovations, perseverance, and good judgment, contribute significantly to the goals and objectives of the community.

2. Eligibility: All full time and part time, regular employees are eligible to be nominated for recognition. Nominations may come from any other employee.

3. Nomination Process: Any employee or group of employees may nominate a fellow employee by filling out a nomination form. The completed forms must then be submitted to the Town Manager who will log in each nomination, notify the nominee's Department Head and transmit the nomination to the Nomination Review Committee. For Department Heads, the Manager may nominate and approve awards without Review Committee approval.

4. Nomination Review Committee
 - a) **Membership** – The Nomination Review Committee shall consist of three full or part time regularly scheduled employees in good standing. One of the employees must be a Department Head and at least one must be a non-Department Head. Members of the Committee must have at least one year of service with the Town.

 - b) **Terms** – Members shall be appointed by the Town Manager and serve on the Committee for an indefinite term.

 - c) **Nomination Forms** – The Committee shall meet as needed to review the nomination forms and supporting documentation. The Committee may also conduct additional research to obtain more detailed information on the contributions by the nominee including input from appropriate departmental representatives.

 - d) **Decisions** made by the Committee must be approved by two out of the three Committee members. If a nominee is from the same Department as one of the Committee members, that member shall abstain from any vote on the nomination and the manager shall select another employee to serve as an alternate.

- e) Recommendations – The Committee shall prepare recommendations on the award recipients and forward these to the Town Manager for final approval. The decision of the Town Manager as to eligibility, recommendations and award amount are final.
5. Selection Criteria: Individuals nominated for recognition must have distinguished themselves in one or more of the following areas:
- a) Exercise uncommonly good judgment under unusual circumstances;
 - b) Accomplishment of a remarkable task involving efforts and activities not considered to be part of the individuals normal responsibilities; or
 - c) Submit innovative ideas or suggestions that result in significant time and/or dollar savings to the Town or which resulted in significant improvements in customer services or employee safety.
6. Type of Award: Gift Certificates to a Department store, restaurant or similar type establishment will be granted in the range of \$50 to a maximum of \$100, depending on the extent of applicability, importance of the improvement, ingenuity and originality.

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