

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)

(Please send to the nominee's Department Head)

DEPARTMENT HEAD COMMENTS:

Department Head should [Email](#) or Print/Send to HR Director