

EMPLOYEE RECOGNITION PROGRAM

MIAMI COUNTY, KANSAS

Employee appreciation should be an integral part of every organization. The purpose of the Employee Recognition Program is to recognize outstanding contributions by Miami County employees.

NATURE: 1) Monthly, non supervisors and supervisors are eligible to be nominated and receive a recognition award.

2) Annually, an employee will be chosen from the monthly award winners for Employee of the Year.

3) Quarterly, Directors are eligible to be nominated and receive a recognition award.

CRITERIA: The following criteria will be taken into account in choosing recipients for the Employee Recognition Awards. These criteria are intended to provide examples of various kinds of achievements that might merit an award but are not intended to exclude other types of contributions by County Employees.

The primary criteria for this award are demonstrated actions in the areas of customer service, selflessness and actions that support and advance the Miami County Mission Statement.

1. Exemplary performance in the employee's own responsibilities as well as customer service beyond assigned duties. Established record of significant achievement sustained over a period of time.
2. Continuous leadership in the conduct or improvement of programs, services, or operations. Contributing to positive public relations by offering helpful and friendly assistance which can serve as a model for other employees.
3. Innovative and/or creative ideas that have demonstrated the support and advancement of the Miami County Mission Statement. Ideas that might contribute to the resolution of a difficult problem or a method which would improve department output or quality of work.
4. Distinguished service and meritorious contributions within the county or the public service profession. Contribution at the county level that have had a significant influence on the County, brought recognition to the County, extensive contribution to committees or organizations that benefit the citizens of Miami County.
5. Activity fostering cooperation and harmony; making the County a more humane place to work. Successful use of human resources with fairness, respect, and equal opportunity. Outstanding concern for the welfare of others which has led to an improved work environment.

DEADLINES: Applications for the Monthly Awards must be received by the Human Resources Department by the 15th day of the month.
Applications for the quarterly awards should be received by the 15th of the month after the quarter ends.

SELECTION PROCESS: An Employee Recognition Committee will be appointed consisting of:

- 1 Elected Official
- 1 Management Employee
- 1 Regular Employee

The Human Resources Department will serve as a resource to the Committee and will maintain all necessary information.

CONFIDENTIALITY: Written nominations will be treated as confidential documents by the Selection Committee and Human Resources Department. Deliberations of the Selection Committee will be confidential.

RECOGNITION AWARDS: Individuals will receive recognition in a regular County Commission Meeting, award plaque, \$100 bonus for each monthly winner, \$500 for employee of the year and \$200 for the quarterly Director award winner.

PRESENTATION AND PUBLICITY: All nominees will be recognized by name and awards will be presented at the County Commission Meeting and Employee Recognition Program.