



## Employee of the Month Program

The Employee of the Month program was developed to encourage recognition of Lehi City employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment.

### Criteria for Employee of the Month

The following criteria will be used in selecting an Employee of the Month (EOM):

1. The nominated employee must have worked a minimum of one (1) year and is not currently on probationary status at the time of nomination.
2. Employees can receive the EOM recognition more than once; however, there must be a break of a minimum of two (2) years between awards.
3. Nominees should have reliable attendance of assigned work schedule.
4. The nominee must be approved by his/her supervisor prior to being named as the recipient of the award.
5. Nominations not selected as the EOM can be reconsidered up to one year from the date first received.
6. Nominated employees that were not chosen as the EOM will receive notification from the Employee Committee that they were nominated and the nomination ballot will be attached.

A Lehi City employee who demonstrates the following will be eligible for the EOM award:

1. Employee must demonstrate a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.
2. Employee must demonstrate a high quality of work and a commitment to carrying out job responsibilities, is an asset to the department, and serves as a role model for others.
3. Employee must demonstrate the ability to work as a team member. Consistently dependable and punctual in reporting for duty, completes assignments on time and has a distinguished attendance record.

## Process

1. Forms and criteria on the EOM program will be posted on the HR website or available through the HR Division, located at City Hall.
2. Nominations are accepted at any time. Submit completed forms to the HR Division. Forms must be signed by the nominator.
3. The Employee Committee for Lehi City will go through nominations and select a winner based on the above criteria. The committee will meet on the second Thursday of every month and determine the EOM.
4. Employee Committee members are appointed by the Human Resources Manager, and will serve for 2 years. This is a rotating 2 year period with new members entering and exiting annually.
5. Members of the committee are not eligible to receive the award during their time of service.
6. Past EOM's will be considered as new committee members.

## Awards

The EOM program will provide awards to such employees by means that is fair, with equal consideration of all eligible staff.

### **Employee of the Month:**

1. The Mayor and the employee's supervisor present the award and \$100 to the employee at a City Council Meeting.
2. The Employee of the Month is recognized by Mayor and Administration at a reception hosted by their department.
3. Employee will receive their choice of a Lehi City apparel item.
4. Employee will be featured in the "Behind the Scenes" employee newsletter.

### **Nominations for Employee of the Month:**

1. The employees who made nominations for EOM will be eligible for a drawing each month for a prize, approx. \$10-\$20.
2. At the end of the calendar year, all of the employees who nominated the EOM winners that year will be eligible for a drawing to receive a \$100 or equivalent value award (gift card or an item).

