

CITY OF MILFORD
MAYOR'S EMPLOYEE RECOGNITION PROGRAM

The City of Milford is pleased and excited to announce the launch of a new city-wide recognition program.

Program Objective: To recognize employees for outstanding achievement and performance in their work.

Eligible to Nominate: Any employee may nominate another employee(s). For example, nominations may be peer-to-peer, employee to manager/supervisor, or manager/supervisor to employee.

Eligible for Recognition: All part-time, permanent part-time and full-time City employees within participating departments are eligible to be nominated and recognized as Employee of the Month. An individual employee, or two or more employees who have worked together as a team, may be nominated.

NOMINATION CRITERIA: The Employee of the Month demonstrates excellence in the workplace. Eligibility criteria include, but are not limited to:

1. **Employment** - Employee must be employed for 6 months or more.
2. **Professionalism** – Employee always exhibits a professional demeanor.
3. **Outstanding Job Performance** - Employee is always going above and beyond the call of duty and/or has performed a singular outstanding deed that warrants recognition.
4. **Superior Customer Service** – Employee is customer service oriented and conducts himself or herself in a courteous and respectful manner.
5. **Leadership** - Employee is proactive to members of the public and/or other departments' requests.
6. **Positive Attitude** – Employee thoroughly understands the concept of TEAMWORK and positively impacts their respective department.
7. **Increased Efficiency and Productivity** - Employee positively affects the efficiency of the City by adhering to their schedule, and consistently being productive at a high level
8. **Innovation and Creativity**
9. **Safety**- Employee is safety and security conscience.

Selection Committee: The Human Resources Director along with a designated representative from each major division for the City will review the nominations and make the final determination. The Committee will accept nominations on a rolling submission basis. The Committee will meet on the 1st Thursday of every month to select the winner for that month.

Announcement of Selection: Business permitting, the winner will be announced within one (1) week of the decision being made by the Selection Committee by making a presentation to the employee in his/her department. It will also be communicated via-email, as well as posted on the City's website and an article will be placed in a local newspaper to prominently announce the recognition.

Award: The winner will receive a framed certificate of excellence, a proclamation and a gift certificate to a local restaurant or business.