

## City of Columbia Employee of the Month Program

The City Of Columbia Action Team is responsible for the city's Employee Recognition Program, *Employee of the Month* (EOM). The Action Team accepts nominations for the EOM Program on an ongoing basis, encouraging Columbia residents and City departments to nominate employees whose contributions to the organization, citizens and businesses go above and beyond, standing apart from the employee's regular work duties and day-to-day work tasks expected or routine.

### **Nominations**

Thinking of nominating someone for employee of the month? The following are the guidelines for a nomination along with the form on Page 2.

- Nominations are for individual city employees (not groups) and no contract employees.
- No employee whose status is pending or undergoing disciplinary action shall be nominated.
- Performance should be "above and beyond" what is normally expected in the day to day performance of job duties.
- The nomination form must be filled out completely, including the section providing four (4) areas of outputs and/or accomplishments (minimum of at least one area is required for consideration).

Nomination forms should be emailed to [cetzkin@columbiatn.com](mailto:cetzkin@columbiatn.com) or dropped off at City Hall-Personnel Dept., sent to the attention of Columbia Personnel Department Attn: Connie Etzkin, 700 N. Garden St., Columbia, TN 38401.

**Nominations must be received by the last day of each month to be considered for the following month. For example, a nomination for June employee of the month should be submitted no later than May 31<sup>st</sup>.**

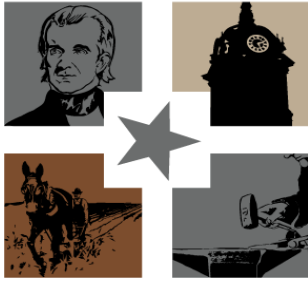
Nomination forms are available on the City of Columbia employee website at [Employee of the Month Nomination Form](#) or use the included form below.

Citizens may also submit nominations, the form available on the City Manager's Dept. page at [www.columbiatn.com/government/city\\_manager](http://www.columbiatn.com/government/city_manager).

### **Awards**

Employees selected as Columbia Employee of the Month are awarded a certificate of appreciation, a city pin, and a gift card of \$50. Employees are also encouraged to opt to be presented with the award at the following City Council meeting, though employees are not required to attend the Council meeting after working hours should they choose not to be recognized publicly.

If you have any questions you may contact the Personnel Department at 901-560-1570.



# Employee of the Month

## Nomination Form

PERSONNEL DEPARTMENT  
ATTN: Action Team Committee

Employee Being Nominated for Award: Name: \_\_\_\_\_ Employee I.D.: \_\_\_\_\_

**NOTE: Contract and Probationary employees are not eligible**

Employee Nominating the Above Person for the Award: \_\_\_\_\_

Department Director Approval: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

### Award Criteria

Employee of the month evaluation should specifically focus on job related outputs and/or accomplishments in a minimum of one or more of the following:

- **Initiative/Employee Innovation/Customer Service**

Please describe an event and/or outcome(s) that shows how the person meets this criterion:

- **Positive employee interaction**

Please describe an event and/or outcome(s) that shows how the person meets this criterion:

- **Productivity/Quality Improvement**

Please describe an event and/or outcome(s) that shows how the person meets this criterion:

- **Cost Savings/Cost Avoidance**

Please describe an event and/or outcome(s) that shows how the person meets this criterion: