

Transportation Division Employee of the Quarter

This program is designed to recognize an employee, who has demonstrated exceptional job performance, in his or her responsibilities, etc. Each quarter, one (1) employee will be selected, from among the employees within the Transportation Division.

Please submit your nominations to a member of a Working Level QWL Committee or use the QWL drop box located at 109 N. Front Street, 3rd floor, by Room 320.

Eligibility:

Any full-time or part-time employee below the rank of Division Administrator is eligible to be nominated.

Nominations:

Any City employee may nominate a Transportation Division employee. The general public can also generate a nomination. Nominations may be made by using a standard nomination form, letter or telephone call. Nomination forms will be e-mailed to Transportation Division employees each quarter and will also be available from members of the Division Level QWL Committee.

Selection Committee:

The Selection Committee will be the Division Level QWL Committee consisting of the Administrator, Human Resource Manager, all Working Level QWL Committee Chairs and Vice Chairs, and the Union Steward. Currently these members are: Jerry Ashcraft, Paul Barrows, Thom Marsh, Mark Law, Andy Harler, Chip Moore, Sid Sowell, Mike Misenheimer, Tami Peters, Randy Bowman, Pam Clawson and Bill Fodor—as HR Rep.

If a Division Level QWL Committee member is nominated, he/she will abstain from reviewing nominations and voting for that quarter.

All eligible employees nominated will be reviewed at the Division Level QWL Committee Meeting. One employee will be chosen as the Transportation Division Employee of the Quarter.

Employee of the Year Award:

The Employee of the Year will be selected from the four (4) employees who received the Employee of the Quarter Award for that year. The award will be presented by the Public Service Director at the Holiday Party.

Recognition:

Employee of the Quarter Award

\$50.00 Savings Bond -(\$100.00 value)

Featured in newsletter with picture.

Picture on plaque with name and date

Picture hung in Hall of Fame at 1881 E. 25th Ave.

Certificate and Savings Bond will be presented by the Administrator at the employees work location by the 3rd week of the month following the end of the quarter.

Employee of the Year Award

\$50.00 Savings Bond (\$100.00 value)

Featured in newsletter with picture.

Picture on plaque with name and date

Picture hung in Hall of Fame at 1881 E. 25th Ave.

Certificate and Savings Bond will be presented by Public Service Director or Administrator at the Holiday Party

**Transportation Division
Employee of the Quarter
Nomination Form**

Nominations should be submitted by November 30, 2003

You may re-submit a nomination if the employee's performance and/or the event extends into the next quarter.

Please submit your nominations to a member of the Division Level QWL Committee or use the QWL drop box located at 109 N. Front Street, 3rd floor, by Room 320. Currently these members are: Currently these members are: Jerry Ashcraft, Paul Barrows, Thom Marsh, Mark Law, Andy Harler, Chip Moore, Sid Sowell, Mike Misenheimer, Tami Peters, Randy Bowman, Pam Clawson and Bill Fodor—as HR Rep.

The nominator may (if they choose) attend the Division QWL Committee meeting held the 2nd Thursday of each month at 8:30AM at 1881 E. 25th Avenue (prior to the end of that quarter) to speak on behalf of the nominee.

The Award Presentation will be made by the 3rd week of the month following the end of the quarter.

Name of Employee Being Nominated: _____

Job Class.: _____ Section: _____ Work Location: _____

Describe reason for nominating this individual (be specific)

Name of Person Making Nomination: _____ Date _____

Section: _____ Work Location: _____ Phone Number: _____

Complete form and submit to any member of the Division Level QWL Committee or place in the QWL Suggestion Box at 109 N. Front Street, 3rd Floor outside of Room 320.