



Employee Service Award Nomination

Nomination Process

All regular, full time, part-time, seasonal and temporary city employees are eligible to be nominated for Employee of the quarter. A peer, supervisor or citizen may nominate them.

Selection Process

Each quarter, the Award Recognition Committee will meet and review all of the nomination applications from the directors, employees and residents. This committee will select one Employee of the Quarter. The Committee maintains the final decision on nomination selection. A copy of the nomination form will be sent to the Department Director. **Non-selected nominations must be resubmitted for consideration for future awards.**

Selection Criteria

An employee may be nominated for his or her outstanding performance in one of the following categories:

Employee has performed above and beyond in the area of:

- Community Outreach
- Excellent Customer Service
- Efficiency Enhancement
- Innovation/Creativity
- Working Conditions Improvement
- Demonstrated Knowledge (City of Ocoee, departments, job duties, policies and procedures)
- Exceptional Work Quality
- Program Enrichment

***Community Outreach** – Activities associated with volunteerism, participation, community partnerships, and/or the development of resources that benefit citizens and/or the community. This may also include achievements that result in increased participation by citizens.

***Excellent Customer Service** – Providing impeccable service to citizens or employees.

***Efficiency Enhancement** – Improving an existing process to better utilize the City's resources.

***Innovation/Creativity** – Developing a new idea or process that brings progress to the City.

***Working Conditions Improvement** – Making the City a better place to work.

***Demonstrated Knowledge** (City of Ocoee, Department, job duties, policies and procedures)
– Providing a resource of in depth knowledge to other employees or citizens.

***Exceptional Work Quality** – Providing a flawless work product.

***Program Enrichment** – Developing or enhancing a program that provides a service or resource to citizens.

Awards

- Employee of the Quarter – Crystal Elegance Globe Award & W.O.W. Lapel Pin
- Non-Selected Nominees **may** receive a WOW (What Outstanding Work) lapel pin

Dates

The nominations for the Employee of the Quarter must be received by the following deadlines:

1st Quarter – December 15

2nd Quarter – March 15

3rd Quarter – June 15

4th Quarter – September 15



Employee Service Award Nomination

Nominee's Name: _____ Title: _____

Department: _____ Nominator's Name: _____

Phone: _____ Email: _____

It is the goal of the City of Ocoee to recognize employees who have demonstrated Service Excellence.

What project(s) or task(s) did the individual perform to support his/her nomination for this award?

Describe what kind of effect or impact this employee's achievement(s) had in the workplace or community.

Were there any special circumstances or obstacles that the employee had to overcome?

Please send to: Employee Service Award Nomination
c/o Police Department
646 Ocoee Commerce Pkwy
Ocoee, FL 34761
Fax: (407) 954-3164