**Employee of the Month Policy Template**

The Employee of the Month program aims to recognize and reward outstanding employees who consistently demonstrate exceptional performance, dedication, and contribute positively to the workplace environment.

This policy outlines the criteria, nomination process, and recognition associated with the Employee of the Month program.

### **1. Eligibility:**

All full-time and part-time employees are eligible for the Employee of the Month award, excluding those in supervisory or managerial roles.

### **2. Criteria for Selection:**

Employees may be nominated based on the following criteria:

* + Exceptional performance and achievements.
  + Demonstrated commitment to the organization's values.
  + Consistent dedication to their role and responsibilities.
  + Positive impact on team collaboration and morale.
  + Contributions that go above and beyond regular job expectations.

### **3. Nomination Process:**

* Any employee, including supervisors and managers, may nominate a colleague for the Employee of the Month award.
* Nominations should be submitted using the official nomination form, detailing specific examples of the nominee's outstanding contributions.
* Self-nominations are not accepted.

### **4. Selection Committee:**

* A cross-functional committee comprising representatives from various departments will review and evaluate nominations.
* The committee will meet monthly to assess nominations and select the Employee of the Month based on the established criteria.

### **5. Frequency of Recognition:**

* The Employee of the Month will be selected and announced once a month, with the recognition ceremony taking place during a team meeting.

### **6. Recognition and Rewards:**

The selected Employee of the Month will receive:

* + A certificate recognizing their achievements.
  + A dedicated parking space for the month (if applicable).
  + A feature in the company newsletter or on the company intranet.
  + A gift card or other tangible reward.

### **7. Communication of Recognition:**

The announcement of the Employee of the Month will be communicated through various channels, including email, team meetings, and internal communication platforms.

### **8. Confidentiality:**

All nominations and discussions related to the Employee of the Month program will be treated with the utmost confidentiality.

### **9. Feedback Mechanism:**

Employees who are not selected are encouraged to seek feedback from the committee to understand areas for improvement and growth.

### **10. Review and Evaluation:**

The effectiveness of the Employee of the Month program will be periodically reviewed to assess its impact on employee morale and motivation. Adjustments to the program may be made as necessary.

***Note****: This policy is intended as a general guideline. Specific details, such as the nature of rewards and the nomination form, may vary based on organizational preferences. It is recommended to customize this template to align with the unique aspects of your company culture and structure.*