

ESED Employee of the Quarter Program

Background:

ESED does not currently have an established employee recognition program. There are pockets of informal Branch/Section awards with limited visibility of recognition across the Division. In addition, it has been challenging to get nominations submitted into the command-level quarterly awards which are based upon very specific categories. Due to the reduced level of morale, we believe that establishing such a program would be greatly welcomed and appreciated by our team mates. With such a program, the leadership team also demonstrates commitment to the leadership practice of encouraging the heart.

Recently, the organization identified four aspirational values through the leadership challenge: excellence, teamwork, integrity, and innovation. An established award program supports values communication by recognizing personnel that demonstrate alignment to one or more of these values.

Goal:

Develop and implement a program that recognizes employee contributions in alignment with organizational values and strategy with a focus on incentivizing positive behavior and organizational inclusion.

Objectives:

- Recognize and reward employee contributions to the Division.
- Celebrate professional conduct that is aligned to our Division values.
- Improve employee morale.

Award Criterion:

1. Employee demonstrates a high quality of work.
2. Employee demonstrates a positive attitude in the workplace.
3. Employee emulates one or more of the Division values.

Open Nomination Process:

1. Nominee must be in good standing.
2. Nominations should be based on the employee's superior performance and contributions to the Division, customer, project, team or task.
3. Nominations can be submitted by a supervisor or any other Government employee.
4. Nominations must be submitted via the nomination form.
5. Employees cannot nominate themselves.
6. Using separate nomination forms, nominators may nominate more than one deserving person per quarter.
7. Submit nomination forms in the employee survey collection boxes that will be located in 5, 37, 38, 103 and 307. (By September, there will be a site on the ESED portal in support of this program.)

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8. Nominations must be submitted by the 15th of the last month of the quarter.
 - a. Q1: Oct – Dec
 - b. Q2: Jan – Mar
 - c. Q3: Apr – June
 - d. Q4: July – Sept
9. To qualify, the nominee cannot have won Employee of the Quarter in the past 12 months.

Judging Process:

1. There will be a selection committee. The selection committee will be led by the HR Representative and will consist of one member from each branch for a total of five members. Committee members will serve a one year period. Participation is minimal and is expected to consume less than 8 hours a given quarter.
2. Any nominations that are not chosen in a particular quarter can be designated by the Selection Committee as worthy for consideration in the next quarter's voting.
3. The selection committee will review the nominations and make a single selection for a given quarter.
4. All nominations are kept confidential by the selection committee.

The Award:

1. Winners name is added to Employee of the Quarter plaque (which will rotate to winners building).
2. Reserved parking spot of the employee's choice for the respective quarter.
3. A framed certificate.

Publicize:

1. A blog post will be used to initiate communication on the new program the week of 20 July.
2. Announcement(s)/marketing initiatives will take place throughout August.
3. 1st Employee of the Quarter is awarded last week of September 2015.

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Nomination Form

Nominee Name: _____ Org Code: _____

Position: _____ Qtr Nominated: _____

Nominated by: _____

To be nominated for ESED Employee of the Quarter, the award criterion must be met.

- Employee demonstrates a high quality of work.
- Employee demonstrates a positive attitude in the workplace.
- Employee emulates one or more of the Division values.

On a scale of 1 through 5 with 5 being exceptional, please rate each of the elements below.

Quality of Work Standards:

- | | | | | | |
|--|---|---|---|---|---|
| 1. The employee provides high quality work. | 1 | 2 | 3 | 4 | 5 |
| 2. The employee completed all tasks assigned in a timely manner. | 1 | 2 | 3 | 4 | 5 |
| 3. The employee is dependable and makes good use of their time. | 1 | 2 | 3 | 4 | 5 |

Attitude Standards:

- | | | | | | |
|--|---|---|---|---|---|
| 1. The employee is courteous to fellow employees, supervisor, and staff. | 1 | 2 | 3 | 4 | 5 |
| 2. The employee demonstrates a willingness to help others. | 1 | 2 | 3 | 4 | 5 |
| 3. The employee is professional in interactions. | 1 | 2 | 3 | 4 | 5 |

Values Alignment Standards:

- | | | | | | |
|---|---|---|---|---|---|
| 1. The employee demonstrates with regular frequency one or more of the Division values. | | | | | |
| a. Excellence | 1 | 2 | 3 | 4 | 5 |
| b. Teamwork | 1 | 2 | 3 | 4 | 5 |
| c. Integrity | 1 | 2 | 3 | 4 | 5 |
| d. Innovation | 1 | 2 | 3 | 4 | 5 |

State below why this employee should be considered for ESED Employee of the Quarter. Describe any particular situations when the employee's performance was exceptional for the period of nomination. (May also attach Word write-up.)
