

## Criteria for Employee of the Quarter Effective January 2014

### **Introduction:**

The management awards the Outstanding Employee of the Quarter to honor the employee who performs his/her duties at an outstanding level of service. The Award is established in an attempt to recognize the efforts of the employee who perform with a superior level of commitment, partnership, accountability, positive attitude, and ability to embrace change.

### **General Guidelines:**

1. Employee must have worked a minimum of one (1) year in a regular capacity and is not currently in probationary status at time of nomination.
2. Employees can receive the employee of the Quarter recognition more than once; however, he/she will not be nominated for the next quarter.
3. Employee should be in good standing with maintaining punctuality and dependability.
4. Employee must demonstrate a high quality of work.
5. Employee must demonstrate the ability to work as a team member.
6. Employee must possess leadership/initiative qualities.
7. Employee must demonstrate a positive and dedicated attitude.
8. Employee must not have any poor performance indicators in job history spanning back six (6) months.

**Process:**

1. Nomination Forms and criteria on the Employee of the Quarter program will be posted on the IQSS Timesheet.
2. Nominations are accepted in the last month of each quarter; please refer timeframe below for further details. Submit completed forms to respective team leads/HR. Forms must be signed by the nominator.
3. Each nominee will be thoroughly reviewed to ensure that they meet the criteria of 2014 guidelines for Employee of the Quarter.
4. The Employee of the Quarter and his/her corresponding department head will be notified prior to the weekly meeting, where the Employee of the Quarter will be honored. The Employee receive:
  - a. Employee of the Quarter Certificate
  - b. Gift Certificate and/or a surprise gift
  - c. One full day Paid Leave.

**Timeframe:**

Q1: Jan – March 2014

Q2: Apr – Jun 2014

Q3: Jul – Sep 2014

Q4: Oct – Dec 2014

Nominations will be accepted only during the first two weeks of last month of the quarter. The EOQ will be announced at last week of the particular month. For example: Nominations for Q1 will be accepted from 01 Mar 2014 to 14 Mar 2014. The EOQ will be announced before 31 Mar 2014.

**Terms & Conditions:**

1. The selection committee for the employee of the Quarter will be comprised of Team Leaders and past EOQ recipient.
2. The committee will meet during the last month of the quarter to review the forms and to make the selection.
3. Nominations can be by self, peers or department heads.
4. All Nominations will be submitted in written form.
5. Final selection of the award should be based on the Key Selection Criteria's of the selection committee.
6. If there is no nominee for a given period and/or the selection committee chooses not to select someone for an award that quarter, there will be no employee of the quarter for that particular Quarter.