**POLICY TITLE:**     **Employee Recognition Program**

**POLICY NUMBER:**     **CC-2**

**ADOPTION DATE:**     **June 25, 2009**

**EFFECTIVE DATE:**     **June 25, 2009**

**REVISION DATE(S):**     **May 16, 2014**

---

I.   **PURPOSE**

It is the objective of the Berkeley County Council (hereinafter referred to as the "County Council" or "Council") to encourage all employees to participate in providing quality service to Berkeley County citizens, visitors and staff, thereby contributing significantly to the success of the County and the health, safety, welfare and quality of life of our citizens. Toward this end, the County Council will recognize individuals who demonstrate exceptional customer service, process improvement, and/or teamwork.

II.   **SCOPE**

This policy applies to all regular full-time and part-time employees of Berkeley County.

III.   **PROCEDURE**

  A.  Recognition Criteria

    Reasons for recognition may include, but are not limited to the following:

    1. Providing exceptional customer service;
    2. Identifying areas of monetary savings;
    3. Exemplifying County values;
    4. Identifying and implementing a process improvement;
    5. Initiating productivity enhancements;
    6. Performing a special act or services above normal duties;
    7. Exemplary community service;
    8. Excelling in safe work practices;
    9. Identifying loss prevention methods; and
    10. Exceptional performance, leading to the achievement of team or departmental goals.

  B.  Recognition Principles

    1. Recognition should be commensurate with the reason it is given.

2. For recognition to be meaningful it should be timely and linked to desired behavior.
3. Appropriate public recognition can enhance the impact of recognition, i.e., at a County Council meeting.
4. Every employee has a responsibility to ensure that actions which merit recognition are brought to the attention of the appropriate Department Head/Constitutional Officer, or designee.
5. Recognition is not an entitlement nor should it be an expected reward.
6. Recognition must be fairly and equitably dispersed throughout the organization.
7. Individual recognition is important.

C. Recognition

Based on monthly nominations, the Selection Committee will select one (1) employee as the Employee of the Month. The Employee of the Month will receive:

1. A personalized certificate;
2. Formal recognition at a County Council meeting;
3. Announcement and picture on Berkeley County website;
4. Reserved parking (if applicable) at a designated space adjacent to the Berkeley County Judicial Center or Dunn Building;
5. Four (4) hours off with pay;
6. Name added to the Employee of the Month plaque which will be displayed in the County Council Office.

D. Documentation

All nominations shall be submitted on the Employee Recognition Nomination Form (Appendix A) and placed in the employee's permanent personnel file. Documentation shall include, at a minimum:

1. The employee name;
2. Position held;
3. A brief description of the actions or activities that warrant recognition;
4. Dates the actions occurred.

Nomination forms are valid for a period of six (6) months from date of submission.

E. Review and Selection

The Selection Committee shall include, but will not be limited to: one (1) County Councilperson, one (1) Berkeley County employee, and at least three (3) volunteer community representatives. The Selection Committee will review all valid nominations and select one (1) that best meets the recognition criteria. The selected nominee's name will then be presented to the County Council for formal recognition. The County Council will then publically recognize the successful nominee at the next available County Council meeting.

**BERKELEY COUNTY COUNCIL**
**EMPLOYEE RECOGNITION NOMINATION FORM**

| Employee Name | Position Held: |
|---|---|
| Department Name: | Department Head/Constitutional Officer Name: |
| Nominated By: | Title (if applicable): |

**Reason for Nomination & Date of Occurrence (additional sheets may be used):**

**Please return completed form and any supporting documentation to:**

**BERKELEY COUNTY COUNCIL**
**400 WEST STEPHEN STREET; SUITE 201**
**MARTINSBURG, WEST VIRGINIA, 25401**
**(304) 264-1923**