



## THE CITY OF KEY WEST

1300 White St. Key West, FL 33040 (305) 809-3716

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### **Employee of the Quarter & Year Policy Effective Date October 1, 2023**

#### **Purpose**

This program has been designed to provide employees with recognition for outstanding work performance, thereby contributing to the success of The City of Key West.

The City encourages employees to show appreciation for outstanding work performed by co-workers by nominating deserving employees for the Employee of the Quarter award.

This policy shall supersede all other previous policies and agreements.

#### **Procedure**

A. Nomination Forms - Any full-time employee may nominate another for an Employee of the Quarter award. Nomination forms can be found on the Employee Website under Documents/Forms, on the Shared Drive, S: HR/EOQ Forms, and in the Human Resources Office. Completed nomination forms should be sent to the nominated employee's supervisor for comments and signature. The supervisor will also complete a Supervisor Ranking Sheet for each nominee before forwarding all of the paperwork to the HR Department. At the end of each quarter all nominations are reviewed and winners are selected by employee members of the Employee Committee.

#### **B. Criteria**

1. The Employee Committee selects the Employee of the Quarter winners based on a combination of the following:
  - a. the reason provided for the nomination,
  - b. the supervisor's comments and scores provided on the ranking sheet,
  - c. past nominations/awards, and
  - d. recent performance evaluation results.
2. The Supervisor Ranking Sheet Assesses employees on the following criteria:
  - a. Initiative
  - b. Teamwork
  - c. Communication
  - d. Accountability
  - e. Adaptability
  - f. Customer Service
3. All Employees of the Quarter, for a specific year, will be considered for the honor of Employee of the Year.

#### **C. Awards**



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1. Employees of the Quarter & Year winners will receive:

- a. A Certificate
- b. Recognition in the Mile Marker - Citizen
- c. Recognition on the Employee Website
- d. 8 hours of personal leave.

D. Eligibility

1. To be eligible, employees:

- a. Must meet training requirements and satisfactory rating on their most recent Performance Evaluation.
- b. Must not currently be on probation or have had any documented corrective action in the past 12 months.

E. Timeline

Quarter	Nominations	Presentation
1st Quarter	January 1- March 30	April Commission*
2nd Quarter	April 1 - June 30	July Commission
3rd Quarter	July 1 - September 30	October Commission
4th Quarter	October 1 - December 31	January Commission

\* Employee of the Year also selected on this date from the previous year's



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Recommendation for Employee of the Quarter

Please print or type all information.

I would like to nominate \_\_\_\_\_ for your consideration as an  
"Employee of the Quarter." This employee works as a \_\_\_\_\_  
in the \_\_\_\_\_ Department.

My reason(s) for making this recommendation is as follows.  
(Please use page 2 for additional comments):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This recommendation is made by: \_\_\_\_\_  
(Name/Department)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: Please complete and forward to the nominee's immediate Supervisor.

Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Department Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Directors: Please forward this form, along with the supervisor rating sheet, to the HR Dept.  
All forms available from HR and on the Town's Employee Website under Documents/Forms

