# WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
# AGENCY POLICY STATEMENT

**SUBJECT: EMPLOYEE OF THE QUARTER POLICY**

**INDEX NUMBER: 108.00**

**EFFECTIVE DATE: October 8, 2026**

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**PURPOSE:**

The purpose of this policy is to recognize and reward outstanding performance among employees within the Division of Administrative Services (hereinafter Division). The Employee of the Quarter program acknowledges and rewards employees who consistently demonstrate excellent work performance, exceptional customer service, and team collaboration.

**RESPONSIBILITY:** None.

**CANCELLATION:** Any previously written or verbal DAS or DHS instructions on this subject.

**APPLICABILITY:** All Division employees.

**DEFINITIONS:** None.

**POLICY:**

A. Eligibility:

All regular full-time and part-time employees who have completed at least six months of service within the Division are eligible for nomination.

B. Nomination Process:

Employees may be nominated by their supervisors, peers, or customers who have witnessed their outstanding performance. Nominations should include specific examples of the employee's exceptional work and how it has positively impacted the organization or its customers. Nominations should be submitted to the Human Resources Department by the deadline indicated at the time the nomination form is distributed.

C. Selection Process:

The Employee of the Quarter will be selected by a committee comprised of representatives from the Division leadership team. The committee will evaluate each nomination based on the employee's contributions to the organization, exceptional work performance, customer service, and teamwork.

D. Recognition and Rewards:

The Employee of the Quarter will receive a certificate of recognition and a reserved parking space for the quarter. The employee's name and photo will be prominently displayed on a designated Employee of the Quarter board.

E. Confidentiality:

All nominations and the selection process will be kept confidential. Nominators and members of the selection committee must not disclose any information about the nomination or selection process to anyone outside of the committee.

F. Amendments:

The Division may amend this policy at any time without prior notice. Any changes to the policy will be communicated to all employees in writing.

G. Implementation:

This policy will be implemented immediately upon approval by the Division leadership team.

H. Category:

Exceptional Work Performance Award – An award of excellence in the performance of duties. This employee must have positively represented the Mission of the Division by consistently performing his/her duties with outstanding skill, diligence, productivity, judgment, and responsibility.

ATTACHMENTS: None.

**Approved Signature:** _____ 10/8/2026

**Tina Desmond, Director** **Date**