



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

SUBJECT: EMPLOYEE OF THE QUARTER POLICY

INDEX NUMBER: 108.00

EFFECTIVE DATE: June 1, 2023

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: None

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 on the nomination form.

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. In addition, the Employee of the Quarter will be eligible for consideration for the annual Employee of the Year award, additional recognition, and a trophy.

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: Employee of the Quarter Nomination Form

Approved Signature: _____



Handwritten signature in blue ink, appearing to read 'J C Thornton'.

Joseph C. Thornton, Director

5.18.23

Date

Employee of the Division of Administrative Services

Employee of the Quarter Nomination Form

Nominee Information: _____

Name: _____

Department: _____

Job Title: _____

Reason for Nomination:

Please provide specific examples of the nominee's exceptional work performance, customer service, and teamwork. How has the nominee positively impacted the organization or its customers? Please be as detailed as possible. (Please attach additional pages if needed)

Your Information:

Name: _____

Department: _____

Job Title: _____

By submitting this nomination, I confirm that the information provided is accurate and true to the best of my knowledge.

Signature: _____

Date: _____