



CITY OF CAMDEN EMPLOYEE OF THE MONTH PROGRAM

PROGRAM GUIDELINES

PURPOSE:

- The creation of this program, through the Labor Management Committee, was done to recognize employees whose performance is exemplary.
- Improve the quality of service in the City of Camden by fostering the attributes of courtesy, thoughtfulness and resourcefulness in City employees.

QUALIFICATIONS AND ELIGIBILITY:

- Employees cannot nominate themselves
- Demonstration of ALL the following services/qualities:
 1. Friendliness, thoughtfulness and dependability
 2. Duties performed in a professional manner & positive role model
 3. Ability to work with others & takes pride in job performance
 4. An exemplary representative of the department with a positive attendance record
- Must be a permanent employee of the City of Camden
- A Department cannot be selected, **ONLY INDIVIDUALS**
- Program does not apply to elected officials and Directors
- Award winner will be requested to serve on the Selection Committee for a term of six (6) months

SELECTION PROCESS:

- The Employee of the Month will be chosen by the Committee
- Those employees awarded with the Employee of the Month honor will serve on the committee for a period of six months. The core members shall consist of no more than nine (9) members
- A quorum of three (3) voting members shall be necessary to select winning nomination. Proxy votes are not acceptable
- The Committee's decisions will be final. Explanations will not be provided regarding the disposition of nominations (**Nominations will not be returned**)
- The winning employee's Director will be notified in writing to request that the employee be available for the presentation of the award at the next appropriate City Council meeting
- Nominees who fulfill the criteria for selection will be retained and remain eligible for future consideration
- The employee of the month will receive a notification letter from the Chairperson of the Committee

AWARDS:

- Resolution presented by City Council at a regular Council Caucus
- Your 8x10 photo will be displayed in the lobby of City Hall
- Designated parking spot for the month of recognition, located at Hudson and Federal Streets, with a sign stating "Employee of the Month"
- Acknowledgement as the "City of Camden Employee of the Month" in the Camden County Council #10 Quarterly Newsletter
- \$50.00 Check from participating union
- One full day of Administrative Leave from the City's Administration – (Taken Tuesday thru Thursday Only)
- Acknowledgement as the Employee of the Month on the City's Website

COPIES OF FORMS:

- Office of the Municipal Clerk – City Hall Room 105 **OR** City Website: www.ci.camden.nj.us