



# CITY OF CAMDEN EMPLOYEE OF THE MONTH PROGRAM

## PROGRAM GUIDELINES

### PURPOSE:

- The creation of this program, through the Labor Management Committee and Council Resolution MCB-95:70, 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 of at least 3 years
- A Department cannot be selected, **ONLY INDIVIDUALS**
- Program does not apply to elected officials and Directors

### SELECTION PROCESS:

- The Employee of the Month will be selected by the Committee
- Those employees awarded with the Employee of the Month honor shall serve on the committee for a period of six months after their honorary Month. The core members shall consist of no more than nine (9) members from various departments
- 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 & 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 Meeting
- Your 8x10 photo will be displayed in the lobby of City Hall
- 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:

- Offices of the Municipal Clerk, City Hall, Room 105
- City Website: [www.ci.camden.nj.us](http://www.ci.camden.nj.us)