



**CITY OF CAMDEN  
EMPLOYEE OF THE MONTH PROGRAM  
NOMINATION FORM**  
*(Guidelines on Reverse Side)*

Date of Submission: \_\_\_\_\_

**Nominee's Information:**

Nominee's Name & Title: \_\_\_\_\_

Years of Service With City: \_\_\_\_\_ Dept.: \_\_\_\_\_

**Does nominee demonstrate ALL of the following services/qualities:**

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Friendliness, thoughtfulness and dependability                                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Duties performed in a professional manner & a positive role model               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Ability to work with others & takes pride in job performance                    |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | An exemplary representative of the department with a positive attendance record |

Comments: \_\_\_\_\_

**Signatures/Comments:**

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Nominator's Information:**

Name: \_\_\_\_\_ Dept/Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*Upon completion, nominator shall forward original to Wanda Garcia, City Hall, Suite 214-A, PO Box 95120, Camden, NJ 08101*

*Questions or concerns may be directed to*

*Wanda Garcia, Chair, 856-757-7677 [wagarcia@ci.camden.nj.us](mailto:wagarcia@ci.camden.nj.us)*



# 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
- 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 may 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 (4) 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 of "City of Camden Employee of the Month" in quarterly newsletter
- \$100.00 Check & Certificate for CWA Members only
- Acknowledgement as the Employee of the Month on the City's Website

## COPIES OF FORMS:

- City Website: [www.ci.camden.nj.us](http://www.ci.camden.nj.us)
- Offices of City Council