**Employee of the Month Recognition Policy**

 **Purpose**

[Company Name] appreciates the efforts of its employees to achieve corporate goals and to fulfill its vision statement. Outstanding employees deserve to be recognized both as a reward for exceptional performance and as a model to other employees.

**Eligibility**

All full-time and part-time regular employees are eligible for to participate in the employee of the month program. An employee may be designated as employee of the month only once during a calendar year.

**Procedures**

The employee of the month program recognizes one employee each month. Nominations for the award (including self-nominations) may be submitted by any non-management employee using the nomination form available from human resources (HR). Nominations are based on excellent job performance, promoting a pleasant working environment, dependability and/or innovation during the calendar month for which the award is to be given.

Completed nomination forms may be submitted to HR between the firstand 20th of each month for that month’s award. Before the end of each month, the employee of the month selection committee, comprised of both management and non-management employees selected annually by HR, will meet to review the nominations and to select the employee of the month. The selection is announced at the first staff meeting of the following month.

The selected employee of the month will be recognized on the company’s intranet and will receive use of a reserved parking space for one month. Additionally, the selected employee will be one of the 12 employees considered for the annual employee of the year award given in January of each year. The name of the employee of the year will be added to the roster for this recognition in the main lobby.

Employees who have questions or need assistance with this policy are encouraged to contact their immediate supervisor or HR.