



**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:** _____

- Agree _____
- Disagree _____

Dept. Director: _____ **Date:** _____

- Agree _____
- Disagree _____

Nominator's Information:

Name: _____ **Dept/Address:** _____

_____ **Phone:** _____

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

*Questions or concerns may be directed to: Naté Brown, Chair, 856-757-7574 nate.furlow@camdennj.gov
Wanda Garcia, Co-Chair, 856-757-7677 wanda.garcia@camdennj.gov*



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 Employee Recognition Committee
- Those employees awarded with the Employee of the Month honor may serve on the committee for a period of one month after their honorary Month. The core members shall consist of 9-11 members from various departments
- A quorum of five (5) voting members or 60%, whichever is higher, 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
- \$50 from Business Administrator
- \$50 from Employee Recognition Committee
- Certificate of Acknowledgement from CWA
- Acknowledgement as the Employee of the Month on the City's Website

COPIES OF FORMS:

- Website: www.camdenj.gov/employee-recognition-committee/
- Offices of City Council