

Criteria for Employee of the Month

Effective 6-1-08

The following criteria will be used in selecting an Employee of the Month (EOM):

1. Employee must have worked a minimum of one (1) year in a regular capacity for the Town of Pittsfield and is not currently in probationary status at time of nomination.
2. Employee can receive the employee of the month recognition more than once; however, there must be a break of a minimum of one (1) year between awards.
3. Employee must demonstrate initiative.
4. Employee must demonstrate a high quality of work.
5. Employee contributes to a positive attitude in the workplace.

Information on nominees will be solicited from:

1. The nomination form
2. The Nominator
3. Select board knowledge of nominee
4. Town Administrators knowledge of any performance issues
5. Nominee's immediate supervisor

Process:

1. Forms and criteria on the Employee of the Month program will be available at the Town Hall.
2. Nominations are accepted at any time. Submit completed forms to the Town Administrator.
forms must be signed by the nominator.
3. The select board and Town Administrator will meet on a monthly basis to review all nominations and make a selection for the following months EOM. If necessary follow up may be conducted via email.
4. The employee is asked to attend the next regular scheduled select board meeting to be presented with the proclamation.

5. The employee will receive:
 - a. A letter from the select board announcing them as EOM.
 - b. Employee of the month certificate.
 - c. Picture and month of award to be displayed at Town Hall.
 - d. Recognition on town's website and The Suncook Valley Sun.