



CITY OF VENICE

Employee of the Year

The City of Venice is fortunate to have a professional workforce of energetic and dedicated individuals. Employees demonstrate core values that are reflected in the city's adopted PRIDE program. Even among highly motivated workers, there are some employees whose work ethic and performance stand out. To provide an opportunity to recognize performance leaders, the city is promoting an annual award program entitled **City of Venice Employee of the Year**. The program allows city employees to nominate a co-worker for the designation of the Employee of the Year title. All employees are eligible to receive this award. The program period is January through December.

Criteria to be used to judge nominations are contained in the questions on the nomination form. Employees may nominate a co-worker by completing this form. No attachments are permitted.

Consider taking the time to recognize a fellow employee for excellent work. For eligibility, the nomination form must be filled out completely. The essence of a "stand out" employee is individual performance that goes above and beyond the course of normal duties and demonstrates a higher commitment to success and achievement for the individual's department and the city.

Nominations are due to Mary Ann Ellis by 4:00 p.m. on January 9, 2015.

**City of Venice
Employee of the Year
Nomination Form**

Nominee's Name

Job Title

Department

Essential Criteria:

1. Provide examples of tasks/duties/initiatives performed by the employee that are above and beyond normal assigned work:

2. Explain in detail specific personal work-related values that are an inspiration to others:

3. Describe the qualities the nominee possesses for others to follow: (eg. highly ethical, compassionate, cooperative, supportive, instructive, leader, public relations, patience, high moral standard)

4. Additional comments about the nominee not previously stated: (optional)

I have known the nominee for _____ years and make the nomination for award based on my personal knowledge and observation of work-related performance.

Recommendation Submitted By

Department

Date