



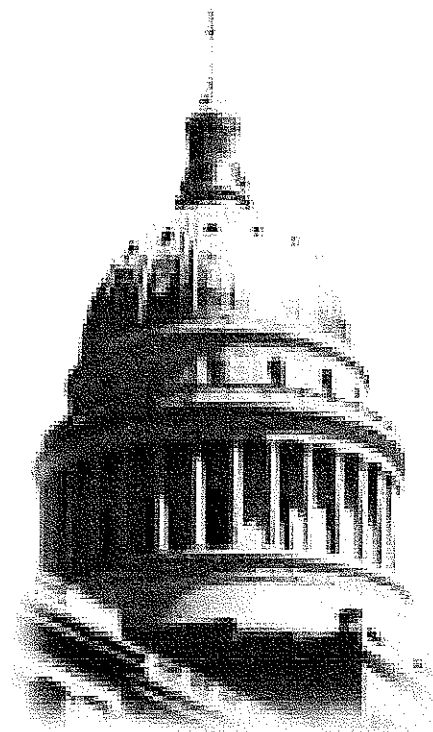
STATE OF WEST VIRGINIA
Department of Administration

EMPLOYEE OF THE MONTH PROGRAM GUIDELINES

Robert W. Ferguson, Jr., Cabinet Secretary
West Virginia Department of Administration

<http://www.state.wv.us/admin>

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The following guidelines for the West Virginia Department of Administration Employee of the Month Program are issued and approved by:



Robert W. Ferguson, Jr.

Robert W. Ferguson, Jr., Cabinet Secretary
West Virginia Department of Administration

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The Employee of the Month Program began in 1992. A committee was formed that developed the initial program guidelines and procedures. The first Employee of the Month winner was selected for the month of March, 1992, with a new winner honored every month thereafter. At the end of each calendar year, an Employee of the Year is chosen from the Employee of the Month winners named during the year. The procedures for selecting both the Employee of the Month and the Employee of the Year are outlined in these guidelines.

THE EMPLOYEE OF THE MONTH PROCESS

General Information

The program honors Department of Administration employees who have provided outstanding service and have been nominated by a co-worker, supervisor or subordinate. Nominations may also be submitted by customers, including employees from other state agencies and the general public.

Only employees with a minimum of six (6) months' employment with the Department of Administration are eligible for consideration.

Division Directors are not eligible to receive the Employee of the Month award, but may submit nominations.

Nominations must be submitted on the official Employee of the Month nomination form.

Nominations are to be sent to the Cabinet Secretary's office in a confidential envelope marked "Employee of the Month".

Nominations must be received by the Cabinet Secretary's Office by the 20th of the month for consideration during the next meeting (Committee meetings will be held no later than the fifth working date of the month).

When the 20th falls on a Saturday, Sunday or holiday, the cutoff date will fall to the next working day following the 20th. Nominations received after the cutoff date will be considered the following month.

Nominations will be kept open for a minimum of one year from the first month of eligibility. Should the list of eligible candidates have fewer than twenty-five (25) names, nominations may be kept longer than one year.

The Committee shall consist of a member from the Divisions of Personnel, Office of Technology, Purchasing, Finance, General Services, PEIA, CPRB and the Combined Agencies (Public Defender, BRIM, Ethics and Grievance Board).

Committee Members will serve for two years and rotate off four (4) representatives each January (Office of Technology, Personnel, Purchasing and General Services) in odd years (2001, 2003, 2005, etc.) and four (4) representatives each January (Finance, Combined Agencies, PEIA, CPRB) in even years (2002, 2004, 2006, etc.).

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Committee Members (including the Chairperson and Recording Secretary) are ineligible for consideration as Employee of the Month and cannot submit nominations for other employees' however, nominations made by an employee who later becomes a Committee Member shall be allowed to stand. Provided, however, that a current Committee Member shall abstain from voting on any employee who is on the nominations list through a nomination they made for that individual. Placing that employee on the monthly ballot by the Committee Member as one of their choices shall constitute a vote. The Committee Member shall not be prohibited from providing information on that employee to the other Committee Members as each Committee Member will make an independent decision as to whether they want to vote for the nominated employee.

The Committee will debate the merits of nominated and ranked employees and must select the winner unanimously.

No vote shall take place without a minimum of five (5) voting Committee Members and the Chairperson.

The Chairperson will call for the first-round vote from all Committee Members to begin the selection process.

It is rare for a unanimous decision to be reached on the first vote. If a unanimous selection is not made on the first round, Committee Members will discuss and debate their choices. If, after three voting rounds, a unanimous decision cannot be reached due to one descending vote, the Chairperson shall declare a winner based on a majority vote.

The Chairperson will call for additional voting rounds as needed to select the winner.

The Chairperson may postpone the vote at any time for good cause.

If the winner does not wish to accept the award, the Committee will meet again to select another winner.

Winners are ineligible to receive the award again for a period of one year from the month of selection.

Agency employees may contact their Division's Committee Member or the Cabinet Secretary's office for nomination forms or program information. Employee of the Month program information and nomination forms are also available on the Department of Administration's website at <http://www.state.wv.us/admin/eom>.

Duties of the Chairperson

The Chairperson is appointed by the Cabinet Secretary for a term of three years to provide overall management of the program and attends all Committee meetings, participating as a non-voting Committee Member.

The Chairperson ensures that all Divisions are appropriately represented on the Committee.

The Chairperson will be responsible for assuring the years of service information is obtained for newly submitted nomination forms.

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The Chairperson conducts the monthly meetings to select winners of the Employee of the Month and to discuss any other program business.

The Chairperson ensures that the vote is conducted in accordance with approved guidelines and encourages debate among Committee Members to assist with the selection process.

The Chairperson will notify the Cabinet Secretary and Deputy Secretary as soon as the winner has been selected.

The Chairperson will notify the Cabinet Secretary's Office, Payroll Office and the Department of Administration's Communication Director of the monthly winner as soon as he/she has been advised by the winner's agency representative that the winner has been notified and has accepted the award.

The Chairperson will forward the nomination form(s) of the monthly winner to the Department of Administration's Communication Director to be used as reference for the Department of Administration's newsletter article about the winner.

The Chairperson is to take recommendations for program changes to the Cabinet Secretary.

Duties of the Recording Secretary

The Recording Secretary is appointed by the Cabinet Secretary for a term of three years to serve as a non-voting Committee Member responsible for the official meeting minutes and other staff duties as required.

The Recording Secretary reserves meeting rooms for all Committee meetings.

The Recording Secretary attends all Committee meetings.

The Recording Secretary documents and distributes minutes for all Committee meetings to the Chairperson, all Committee Members and the Cabinet Secretary's Office.

The Recording Secretary works to ensure an accurate and timely list of eligible employees for selection as Employee of the Month.

The Recording Secretary provides an updated list of eligible nominations and winners list to the committee at each monthly meeting.

The Recording Secretary notifies the Cabinet Secretary's Office and other Committee Members if a recently appointed Committee Member has been previously nominated for the Employee of the Month program, in which case, that prior nomination must be withdrawn from consideration and the employee's name removed from the list.

The Recording Secretary provides revised nomination forms, an updated winners list and other documents as desired by the Committee.

The Recording Secretary notifies the Chairperson and all Committee Members of meeting cancellations and changes.

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The Recording Secretary notifies the appropriate Division Directors (during the first week of November) when it is time to appoint a new Committee representative.

The Recording Secretary is responsible for notifying the Division Director in writing that a person from their division has been nominated for the Employee of the Month award.

The Recording Secretary is responsible for writing to the nominating person advising that the Employee of the Month nomination has been received.

Duties of the Cabinet Secretary

The Cabinet Secretary appoints an Employee of the Month Committee Chairperson and Recording Secretary.

The Cabinet Secretary reviews program guidelines and approves or disapproves all program changes submitted by the Committee.

The Cabinet Secretary determines the type and amount of prizes/awards provided to the monthly winner.

The Cabinet Secretary, a Deputy Secretary or the Employee of the Month Chairperson shall make the official Employee of the Month presentation.

Duties of the Cabinet Secretary's Office

A designated employee in the Cabinet Secretary's Office receives and date stamps all nominations for the Employee of the Month Program.

A designated employee in the Cabinet Secretary's Office shall make certain nominations submitted are on the official nomination form. If a nomination is received on anything other than the official form, one shall be sent to the person making the nomination with a request to complete the form and a note that assistance can be obtained from his/her Division representative or any of the Committee Members.

On the 21st day of each month, a designated employee in the Cabinet Secretary's Office sends, in a confidential envelope, copies of all new nominations to each Committee Member, the Recording Secretary and the Chairperson. If the 21st falls on a Saturday, Sunday or holiday, the nomination copies will be sent the first working day following the 21st.

The Cabinet Secretary's Office will be responsible for scheduling the monthly award ceremony as well as securing the appropriate letters, certificates, etc., to be given to the winners.

The Cabinet Secretary's Office will notify the Department of Administration's Communication Director of the date and location of each award ceremony.

Duties of the Communication Director

The Department of Administration's Communication Director will contact the winner to schedule a time to have pictures taken; secure all pertinent information for the Department of Administration's newsletter article; advise the Cabinet Secretary's office how the winner wants their name to appear on award materials; prepare posters and forward to the appropriate person

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for duplication; prepare and forward to the Cabinet Secretary's Office certificates for the Cabinet Secretary's and Governor's signature and arrange for pictures to be taken at the award ceremony.

Duties of the Committee Members

Each Committee Member serves as his/her agency representative to the Committee for a two-year term

At the time of the appointment, the Committee Member is to become familiar with these guidelines

The Committee Member attends all monthly Committee meetings.

If the Committee Member cannot attend, the Committee Member's votes may be sent by proxy vote through the Chairperson or the Recording Secretary. In the event of a unanimous vote by the attending Committee Members, the proxy vote would be over-ruled and not considered.

The Committee Member is responsible, as part of the Employee of the Month Committee, for choosing the monthly winner based on the Employee of the Month Process Guidelines contained in this document.

The Committee Member reviews the nomination(s) of candidates appearing on the current list of eligible nominations and ranks his/her 1st, 2nd and 3rd choice selections.

The Committee Member must be familiar with the selection criteria and be prepared to discuss his/her reasons for choices and debate choices with other Committee Members. Each nominee will be screened using the following criteria:

- Producing work-related service above and beyond the norm.
- Promoting harmony among co-workers.
- Promoting a positive image of the Department/Section/Unit.
- Maintaining exemplary work standards.
- Presenting a helpful/cooperative attitude.
- Demonstrating exemplary use of time.
- Participation in community service activities.

The Committee Member serves as the Employee of the Month Program contact person for his/her Division(s).

At the time of the appointment, the Committee Member conducts a division informational campaign to update employees on the program, outlining selection criteria used to screen nominees.

The Committee Member keeps confidential the names of persons making nominations and those nominated, as well as information regarding past winners and discussion occurring in the course of Committee work.

The Committee Member secures any missing information from incomplete nominations of employees in their Division.

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If notified that a Division employee does not want to participate in the program, the Committee Member should ask for written notification to be sent to the Cabinet Secretary's Office.

If a member of the Committee is unable to fulfill their duties due to illness, workload or transfer out of the Division/Department, the Division Director will select a replacement representative to finish out the term. The replacement representative will be temporary or permanent at the discretion of the Division Director. Should a Committee Member miss more than two (2) consecutive meetings without cause, the Division Director will be contacted to see if a replacement representative needs to be selected.

At the end of the term, the Committee Member gives the monthly ballot form, nomination forms, current program guidelines and the agency files to the newly appointed Committee Member. The Committee Member must meet with the new member as needed to ensure that the new member understands the program. If possible, newly appointed members should attend the monthly meeting prior to the first month of their term.

As soon as possible, but no later than the 5th of the month, the representative of the monthly winner's division will meet with the Division Director to advise the winner of his/her selection.

As soon as the winner has been notified, the agency representative will advise the Chairperson that the winner has been notified and has accepted the award.

Duties of the Division Director

When notified by the Recording Secretary, the Division Director chooses a Committee Member to represent his/her Division. The method used to select these members is left to the discretion of the Division Director.

The Division Director assists the Employee of the Month Representative in their Division in setting up a meeting to advise the agency winner of their selection prior to the official Department of Administration award ceremony. This meeting should be scheduled as soon as possible after the selection, but no later than the 5th of the month.

The Division Director participates as required in the official award presentation each month.

The Division Director provides notification to all employees in their Division of the selection of their co-worker as Employee of the Month.

THE EMPLOYEE OF THE YEAR PROCESS

General Information

The program honors a Department of Administration employee who has provided outstanding service and has been selected as an Employee of the Month during one of twelve (12) months in the calendar year.

An Employee of the Month who is no longer employed by the Department of Administration is ineligible for consideration as Employee of the Year.

The Committee will schedule the Employee of the Year selection meeting during the regular October monthly meeting.

Ballots will be prepared as soon as the December Employee of the Month is selected and should be distributed to Department employees by November 10 (or the first working day after November 10).

All ballots are to be returned to the appropriate Committee Member at a date specified by the Committee, but no later than the end of the third week of November.

Individual Committee Members will tally all votes received for the Division(s) they represent and lobby for the candidate who received the most votes for at least the initial vote. Thereafter, the Committee Member may vote as they choose.

The Committee must select the Employee of the Year unanimously.

The Chairperson will call for additional voting rounds as needed to select the winner.

If the winner does not wish to accept the award, the Committee will meet again to select another winner.

Winners are ineligible to serve two (2) consecutive terms as Employee of the Year. This does not preclude an employee from being selected as an Employee of the Month, subject to the rules established for the program.

Once the Employee of the Year is chosen, Committee Members are sworn to secrecy until the name is announced by the Cabinet Secretary at the Department of Administration Annual Award Ceremony.

Duties of the Chairperson

The Chairperson participates as a non-voting Employee of the Year Committee Member.

The Chairperson ensures all Department Divisions are appropriately represented on the Employee of the Year Committee.

The Chairperson attends all Employee of the Year meetings.

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The Chairperson conducts all Employee of the Year meetings to set deadlines, select the Employee of the Year winner and conduct any additional Employee of the Year business. The Chairperson has the Employee of the Year voting ballots prepared.

The Chairperson encourages debate among the Committee Members to assist with the selection process.

The Chairperson makes recommendations on program changes to the Cabinet Secretary.

Duties of the Recording Secretary

The Recording Secretary serves as a non-voting member of the Employee of the Year Committee.

The Recording Secretary reserves meeting rooms for all Committee meetings.

The Recording Secretary attends all Employee of the Year Committee meetings.

The Recording Secretary documents and distributes minutes for all Employee of the Year Committee meetings.

The Recording Secretary notifies the Chairperson or the Cabinet Secretary's Office (as appropriate) of discrepancies or problem areas.

The Recording Secretary collects all Employee of the Year voting materials for safekeeping once the selection has been made.

The Recording Secretary provides percentages and other statistics during the Employee of the Year selection meeting for the Committee's information.

The Recording Secretary prepares and distributes any Employee of the Year forms (other than ballots).

Duties of the Cabinet Secretary

The Cabinet Secretary reviews all Employee of the Year program changes submitted by the Committee and approves all Employee of the Year program guidelines.

The Cabinet Secretary determines the award(s) for the Employee of the Year winner.

The Cabinet Secretary obtains, or has prepared, the necessary award items.

The Cabinet Secretary announces and makes the presentation to the Employee of the Year winner during the Department of Administration Annual Award Ceremony in December.

Duties of the Cabinet Secretary's Office

A designated employee of the Cabinet Secretary's Office provides support services as requested by the Cabinet Secretary, Chairperson or Recording Secretary.

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Duties of the Communication Director

The Department of Administration's Communication Director will contact the winner to schedule a time to have pictures taken; secure all pertinent information for the Department of Administration's newsletter article; prepare and forward to the Cabinet Secretary's Office certificates for signature by the Cabinet Secretary and Governor and arrange for pictures to be taken at the award ceremony

Duties of the Committee Members

The Committee Member serves as Division representative to the Employee of the Year Committee for the calendar years which coincide with their appointment as an Employee of the Month Committee Member.

The Committee Member, at time of appointment, becomes familiar with the Employee of the Year Process Guidelines.

The Committee Member serves as the contact person for their Division.

The Committee Member distributes, collects and tallies Employee of the Year ballots for his/her Division.

The Committee Member attends all Employee of the Year Committee meetings.

The Committee Member lobbies for the individual receiving the most votes within their Division(s) and provides information about that candidate when possible.

The Committee Member is responsible, as part of the Employee of the Year Committee, for choosing the Employee of the Year winner based on the Employee of the Year Process Guidelines contained in this document.

The Committee Member assists the Cabinet Secretary's Office in the preparation and presentation of the Employee of the Year Award Ceremony as requested.

The Committee Member shall keep the name of the selected Employee of the Year confidential until the Cabinet Secretary makes the official announcement during the Department of Administration Annual Award Ceremony.

Duties of the Division Director

The Division Director participates as required in the Department of Administration Annual Award Ceremony.

APPENDIX

**EMPLOYEE OF THE MONTH
COMMITTEE MEMBERS**

2006

Donna Lipscomb Chair	Cabinet Secretary's Office	558-3392	dlipscomb@wvadmin.gov
Betsy Chapman Recording Secretary	Purchasing	558-8269	bchapman@wvadmin.gov
Deidre Rainwater	Office of Technology	558-5472 ext. 2184	drainwater@wvadmin.gov
Debbie Harrison	Purchasing	558-2315	dharrison@wvadmin.gov
Joan Chapman	Finance	558-4083 ext. 102	jchapman@wvadmin.gov
June Butterfield (for combined agencies)	BRIM	766-2646	jbutterfield@wvadmin.gov
Tammy Scarberry	PEIA	558-6244 ext. 218	tscarberry@wvadmin.gov
Claudia White	CPRB	558-3570	cwhite@wvadmin.gov
Joe Thomas	Personnel	558-3950	jthomas@wvadmin.gov
Shelia Gray	General Services	558-4635	sgray@wvadmin.gov



State of West Virginia Department of Administration
**EMPLOYEE OF THE MONTH
NOMINATION FORM**

NOMINEE INFORMATION *(Please type or print clearly)*

Nominee: Title:
Last First Middle Initial

Division/Section:

Date Hired: _____
Selection Committee Use Only
Total Service: YRS MOS
Selection Committee Use Only

Brief Description of Job Duties:

Reason for Nomination:

You may attach additional pages if necessary. Have you attached additional pages? Yes No

NOMINATION SUBMITTED BY

Name: _____ Title: _____
Last First Middle Initial

Division/Section: _____ Telephone: _____ Ext. _____

Signature: _____ Date: _____

Relationship to Nominee: Supervisor Co-Worker Customer Other _____

Submit your nomination to:

Employee of the Month
Office of the Secretary
Department of Administration
Building 1, Room E119
1900 Kanawha Boulevard, East
Charleston, West Virginia

Revised: 10/29/1999

Form Received in Office of the Secretary:
Date: _____
By: _____