

STATE OF WEST VIRGINIA
Department of Administration

Mark D. Scott, Cabinet Secretary

**EMPLOYEE OF THE MONTH
PROGRAM GUIDELINES**



Revised January 13, 2023

The Employee of the Month Program was introduced in 1992. The first recipient was announced in March 1992, with a new individual honored every month thereafter. At the end of each calendar year, an Employee of the Year is chosen from the Employee of the Month recipients 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 Employee of the Month Program honors Department of Administration employees who have demonstrated outstanding service and have been nominated by a coworker, supervisor, subordinate, or other individual who has identified an exceptional employee. Nominations may also be submitted by customers, including employees from other state agencies and the general public.

Only employees with six months or more of 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 using the official Employee of the Month Nomination Form. An electronic copy can be found online at <https://administration.wv.gov/employee-of-the-month> or a paper copy may be requested by the agency's EOM committee representative. Paper forms may be sent via interdepartmental mail to the Department of Administration, Office of the Cabinet Secretary.

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 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 of Aviation, BRIM, EEO, Ethics, Fleet, Grievance Board, Prosecuting Attorneys Institute, Public Defender Services, and Real Estate Division.

Committee Members will serve for two years and rotate off four representatives each January (Office of Technology, Personnel, Purchasing, and General Services) in odd years, and four representatives each January (Finance, Combined Agencies, PEIA, and CPRB) in

even years. Each Committee Member is responsible for attending to this within their agency and reporting any new information to the Recording Secretary. Committee members may stay for additional terms if they so desire and if their director agrees.

Committee Members (including the Chairperson and Recording Secretary) are ineligible for consideration as the Employee of the Month and cannot submit nominations for other employees. Nominations made by an employee who later becomes a Committee Member shall be allowed to stand.

The Chairperson will call for the first-round vote from all Committee Members to begin the selection process. No vote shall take place without a minimum of five voting Committee Members and the Chairperson. The Committee will debate the merits of nominated and ranked employees and must select the winner unanimously. Committee Members may provide additional information about a nominee to the other Committee Members, and each Committee Member will make his or her own decision on who they want to vote for.

If a unanimous selection is not made on the first round, Committee Members will discuss and debate their choices, and vote again. The Chairperson will call for additional voting rounds as needed to select the winner. If, after three voting rounds, a unanimous decision cannot be reached, the Chairperson may declare a winner based on a majority vote.

The Chairperson may postpone the vote under certain circumstances but must be rescheduled in a timely manner.

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

The winner may not be on extended leave/FMLA at the time of the recipient selection. Once the winner of the EOM is chosen by the Employee of the Month Committee, the Recording Secretary will reach out to the Division Director of the selected winner to verify that the employee is 1) in good standing with the State of West Virginia with regard to work performance and 2) still employed by the State of West Virginia/Department of Administration. If the nominated employee does not meet the criteria, the committee will proceed to their back-up selection and repeat the aforementioned process.

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

Recipient Compensation and Awards:

The selected *Employee of the Month* (EOM) recipient receives the following:

1. EOM Certificate signed by the Cabinet Secretary of the Department of Administration and the Governor of West Virginia

2. EOM desk plaque that has the EOM name and month/year of award
3. Signed letter from the Governor's Office recognizing the EOM award recipient
4. Signed letter from the Cabinet Secretary's Office recognizing the EOM award recipient
5. Picture and write up in the Department of Administration's *Quotes, Notes & Anecdotes* monthly newsletter
6. A \$600 monetary award
 - a. This is the gross payout amount that will have federal and state taxes withheld
 - b. This monetary reward will be added to the EOM's payroll deposit closest to the month that he or she receives the EOM award

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 attend all Committee meetings, participating as a non-voting Committee Member.

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

The Chairperson schedules and conducts the monthly meetings to select the recipients of the Employee of the Month recognition 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's Office, the 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 shall forward the nomination form(s) of the month's 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 documenting the official meeting minutes, distributing those minutes to all Committee Members and the Cabinet Secretary's Office for all meetings, and completing other staff duties as required.

The Recording Secretary is responsible for reserving a meeting space for all Committee meetings.

The Recording Secretary attends all Committee meetings.

The Recording Secretary maintains an accurate and timely list of eligible employees for selection as the Employee of the Month. The Recording Secretary must provide that list to the Committee each time an addition or omission is made to the list.

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 shall provide 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.

The Recording Secretary notifies the appropriate Division Directors (typically during the first week of November) when it is time to appoint a new Committee representative. The new appointment will go into effect in January.

Duties of the Cabinet Secretary:

A designated employee in the Cabinet Secretary's Office receives and date-stamps all nominations for the Employee of the Month Program, and distributes them electronically to the Committee Members.

A designated employee in the Cabinet Secretary's Office shall make certain that nominations submitted are on the official nomination form, in either electronic or paper format. 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.

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 for duplication, prepare and forward to the Cabinet Secretary's Office certificates for the Cabinet Secretary's and Governor's signatures 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 the Program 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 through the Chairperson or the Recording Secretary. In the event of a unanimous vote by the attending Committee Members, the proxy vote could be overruled and not considered.

The Committee Member is responsible, as part of the Employee of the Month Committee, for choosing the monthly recipient based on the Employee of the Month Program Guidelines contained in this document and the information contained in the Program's nomination form.

The Committee Member reviews the nomination(s) of candidates appearing on the current list of eligible nominations and ranks his/her first, second, and third 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.

- Participating in community service activities.

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

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, and confirms the years of service information is correct.

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 his/her 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 may be temporary or permanent, at the discretion of the Division Director. Should a Committee Member miss more than two 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 must meet with the new member from that Division/Agency 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 the recipient 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 must choose 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 his/her Division in setting up a meeting to advise the agency winner of his/her 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 eighth day of the month.

The Division Director participates, when appropriate, in the official award presentation for recipients of the Program from his/her division.

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 the 12 months in the current 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 begin discussions on the Employee of the Year selection during the regular October monthly meeting. Ballots will be prepared electronically 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).

A report with the votes and voter information will be prepared and forwarded to all Committee Members no later than the end of the third week of November.

The Recording Secretary will schedule a meeting with all Committee Members to resume discussions. Committee Members will vote using supporting information from the aforementioned report but may vote however 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 recipient.

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

Recipients are ineligible to receive Employee of the Year two years consecutively. 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.

Recipient Compensation and Awards:

The selected *Employee of the Year* (EOY) award recipient will receive the following:

1. EOY certificate signed by the Cabinet Secretary of the Department of Administration and the Governor of West Virginia
2. EOY desk plaque that has the EOY name and year of award
3. Signed letter from the Governor's Office recognizing the EOY award recipient
4. Signed letter from the Cabinet Secretary's Office recognizing the EOY award recipient
5. Picture and write up in the Department of Administration's *Quotes, Notes & Anecdotes* monthly newsletter
6. The EOY will receive a \$2,500 monetary award
 - a. This is the gross payout amount that will have federal and state taxes withheld

This monetary award will be issued in December of each calendar year.

Duties of the Chairperson:

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

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.

The Chairperson conducts all Employee of the Year meetings to set deadlines, select the Employee of the Year recipient, and conduct any additional Employee of the Year business.

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.

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 recipient. 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 recipient during the Department of Administration's 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.

Duties of the Communication Director:

The Department of Administration's Communication Director will contact the recipients to schedule a time to have pictures taken; secure all pertinent information for the Department of Administration's newsletter articles, 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 ceremonies.

The Communication Director will prepare the Employee of the Year ballot electronically and distribute it to all Department of Administration employees.

The Communication Director will export and distribute to all Committee Members the report with voter and nominee information. This report will be used as reference material

during the Committee meeting scheduled to vote on the Employee of the Year recipient.

Duties of the Committee Members:

The Committee Member serves as a Division/Agency representative for 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 the time of appointment, becomes familiar with the Employee of the Year process guidelines.

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

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

During the voting process, Committee Members are encouraged to provide information about their selected candidates when possible.

The Committee Member is responsible, as part of the Employee of the Year Committee, for choosing the Employee of the Year recipient 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 Directors:

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