

## **Employee Recognition Program**

Has there been a court employee that displayed exemplary customer service? Now you have a way to say thank you!

The Employee Recognition Program is based upon the concept of promoting customer service! 35th District Court recognizes and values the strength in our staff and will continue to encourage and support efforts in displaying excellent customer service.

### \* CRITERIA

Nominations may be made for superior performance by a staff member involving activities such as: internal or external customer service, outstanding citizenship, or having made our Court a more enjoyable place to conduct your business.

### \* NOMINATING A COURT EMPLOYEE

To nominate a court employee, the nomination form below must be completed and given to a Security Desk officer who will deliver the form to Human Resources. One name will be drawn each month. You may only nominate one person per month.

### \* The Reward

The employee nominated will be awarded a gift certificate to a local restaurant and recognition will be placed in their employment file.

### \* Program Rules

In order to be eligible for an award, all employees must be employed at the time the award is given. Winners can not win again within 6 months of receiving the award. All nomination forms must be received by the last day of the month. The drawing will happen the first day of the month.

### **NOMINATION FORM**

Nominated Employee's Name \_\_\_\_\_

Nominee's Significant Contribution to the Court:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name \_\_\_\_\_ Date \_\_\_\_\_