



**Human Resources Policy & Procedure
Employee/Team of the Month Nomination Form**

Effective Date: 6/7/2006

Policy #: HR-56a

Review Date: 3/2012, 2/2018, 7/2019, 5/2021, 3/2022, 5/2023

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<p>Submit the completed form to the appropriate division director or department head to determine if the nomination meets the criteria as a team or employee of the month. If approved, division director or department head will sign and email the nomination to the executive assistant of operations (EA). Due date for nominations is the 15th of each month. Refer to policy HR-56 for detailed guidelines.</p>	
<p>Are you nominating an: Employee of the Month <input type="checkbox"/>, or Team of the Month <input type="checkbox"/>? If Team; Name of the Team here: _____</p>	
<p>Person(s) being nominated:</p>	
<p>Program and division of person(s) being nominated:</p>	
<p>Person submitting nomination:</p>	
<p>Division Director/Department Head approval:</p>	
<p>In 300 words or less please describe why this employee or team is being nominated. FYI - This will become the write-up that will be posted on CLICK:</p>	
<p>Approval date:</p>	
<p>Celebration Date and Location:</p>	



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