



CITY AND COUNTY OF DENVER

DENVER
THE MILE HIGH CITY

JOHN W. HICKENLOOPER
Mayor

DEPARTMENT OF GENERAL SERVICES
DEREK BROWN, MANAGER

OFFICE OF THE MANAGER
WELLINGTON E. WEBB M.O.B.
201 W. COLFAX AVE., DEPT. 1110
DENVER, COLORADO 80202
PHONE: (720) 865-7100

DEPARTMENT OF GENERAL SERVICES EMPLOYEE OF THE MONTH RECOGNITION PROGRAM INFORMATION

PROGRAM SUMMARY

The General Services Employee of the Month Recognition Program is being implemented in order to recognize one special employee on a monthly basis. Agency heads shall keep the nomination forms and program information readily available in a visible location within their agencies for employees. Send the completed nomination form via Interoffice mail or Email to any Employee of the Month Committee Members by the last day of each month for review in the next committee meeting. For committee member information please contact Fran Trujillo at 720-865-7102.

Each month the Employee of the Month Committee Members are responsible for reviewing the submitted nominations and selecting the General Services Employee of the Month.

The Employee of the Month is an employee who:

- serves as an ambassador for General Services, representing the Department in a positive light by providing excellent customer services;
- performs their job duties by putting forth extra effort to achieve more on the job than is expected;
- displays a positive attitude towards their peers, subordinates and supervisors;
- is involved in their community; and,
- has taken steps to achieve self-improvement

SELECTION COMMITTEE

The Employee of the Month Committee Members are composed of four employees from agencies within General Services in both exempt and non-exempt positions. Any questions, inquiries, etc., should be directed to the Employee of the Month Committee Members. For committee member information please contact Fran Trujillo at 720-865-7102.

SELECTION PROCESS

The Employee of the Month Committee shall review all nominations submitted by the due date specified on the nomination form. The listing of the reasons he or she has been nominated will be taken into consideration as opposed to the number of nominations one person receives.

Once the Employee of the Month Committee has reviewed all submitted nominations, the nominations will be rated. Thereafter, the agency head and immediate supervisor of the selected employee will be notified.

The Employee of the Month Committee shall refrain from discussing opinions about nominees during the Committee's deliberation and not otherwise attempt to influence another member's rating. All matters discussed by the Committee shall be kept confidential until after the Employee of the Month is officially declared.

Please be advised that Directors and Deputy Directors are excluded from this program unless they are nominated under extraordinary circumstances.

ANNOUNCEMENT OF GENERAL SERVICES EMPLOYEE OF THE MONTH

Upon notifying the agency head and employee's immediate supervisor, the employee will be notified with a letter of congratulations from the Manager. The winner of the General Services Employee of the Month will be recognized during the General Services quarterly "All Staff" meeting..

The General Services Employee of the Month will be recognized by:

- receiving an administrative day off with pay;

Any questions about this program should be directed to the Employee of the Month Committee Members. For committee member information please contact Fran Trujillo at 720-865-7102.