

FACILITIES MANAGEMENT DIVISION EMPLOYEE OF THE MONTH

Each month, the Facilities Management Division recognizes an outstanding employee who excels in a particular area (the month's theme) as the ***Facilities Management Division Employee of the Month***. Winners are chosen on specified criteria, which vary from month to month depending on the theme for that month.

Award includes: EOM Certificate & Name on Dept. Plaque, 4 Hrs Admin Leave, EOM parking space, EOM Pin.

CRITERIA FOR NOMINATION AND SELECTION

The nominees must:

1. Be a Facilities Management Division employee past the probation period.
2. Be in a staff position at the level below Division Manager.
3. Have no formal disciplinary actions within the last 6 months.
4. Have a "meets" or "exceed standards" rating on most recent performance evaluation. He or she must be an employee in good standing who is especially outstanding in the current month's theme.
5. Not have won a Facilities Management Employee of the Month within the past year.

The employees may be nominated by supervisors, co-workers, customers or subordinates. Self-nominations are not accepted.

HOW TO NOMINATE A FACILITIES MANAGEMENT DIVISION EMPLOYEE

1. Complete the nomination form. Describe how the candidate meets each criterion by checking each box and writing a short description using specific examples if possible. If you have additional comments, you can expand the amount of space under each criterion, as needed. You may attach an additional sheet of paper if necessary, but please keep these comments to 100 words or less.
2. An e-mail to departments will be provided each month with the current month's theme along with the nomination form. The current month's form will also be posted on the FM web-site for our customers.
3. Return your completed nomination form to the Ballot Box located at muster locations, e-mail to Karen_myers@co.escambia.fl.us, or fax to 595-4668 by the last day of each month.
4. If you need any assistance, please call Karen Myers at 595-3190.

Deadline for nomination: Last Day of the Month at 4:30 p.m.