

Human Resource Letter No. 13-01
Employee of the Year

It is time to nominate a co-worker for the 2012 Employee of the Year Award. The Employee of the Year Award is a way for the Commission to reward and recognize an employee in the exemplary accomplishment of the Commission's mission. In an effort to identify our most outstanding employees, we need your assistance in the nomination process. All full-time equivalent (FTE) employees of the Commission, with the exception of the Commissioners, the Executive Director, and the Department Directors are eligible to be nominated. Please answer the three questions on the [Employee of the Year Nomination Form](#) regarding the employee you would like to nominate. All nominations are to be submitted to Gary Cannon no later than **Thursday, February 15**. The Employee of the Year Award recipient will receive the following:

- Reserved parking space designated for the Employee of the Year for the period of June 1 – May 31.
- Prepaid Visa or Master Card Gift Card to the maximum amount allowed (*currently \$25.00*) by the Comptroller General's Office.
- Personal plaque presented at the Employee Appreciation Event.
- Letter of commendation from the Chairman and the Executive Director of the Commission to be presented at the Employee Appreciation Event and a copy retained in the employee's personnel file.
- Name added to the Employee of the Year plaque to be prominently displayed in the Commission.
- Display a picture of the employee near the Employee of the Year plaque for the period of June 1 – May 31.
- Recognition in the Commission newsletter, bulletin boards and website.

Please contact me should you have any questions.

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