

SECTION 5.8

JEFFERSON COUNTY AWARD FOR EXCELLENCE

A. Criteria to be Met by Nominated Employees

1. Personifies at all times the highest ideals of personal integrity, professionalism and excellence.
2. Sets outstanding personal and work standards and continually strives for excellence and perfection.
3. Consistently performs tasks, interacts with others, and presents him/herself in such a way as to be a credit to his/her department and Jefferson County.
4. Is self-motivated and self-directed with a thorough knowledge of his/her job and demonstrates the ability to initiate creative, goal-oriented projects and carry them through to successful completion.
5. Shows pride in his/her work and a dedication to duty; consistently does nothing less than the best possible job in every detail.
6. Treats co-workers and the public with respect and courtesy and inspires respect and confidence by setting an example of moral, ethical and professional excellence for others to follow.

B. Eligibility Requirements

All full-time regular County employees (excluding appointed and elected officials) who have been employed for at least one year are eligible to be nominated for this award.

C. Selection Process

Nominations for the recipient can come from any County employee. All nominations must be received in the Human Resources Department by a specified date. A panel made up of five elected officials and/or County employees (approved by Commissioners' Court) will be responsible for selecting the finalists and the ultimate recipient. This panel will review all nominations and select three finalists. These finalists shall be rank-ordered for purposes of selecting the actual award winner.

D. Form of Recognition

A cash award of \$700.00 will be presented to the award winner during Commissioners' Court. The award winner will also receive a resolution from the Court and have his/her name displayed on a plaque placed in the Courthouse Lobby. The first runner up will receive a cash award of \$350.00 and the second runner up will receive a cash award of \$300.00. Both will also receive a certificate of merit stating they were finalists for the award.