

## Questions You May Have Regarding the Employee of the Month Program

The Utah County "Employee of the Month" program strives to recognize employees for their outstanding contributions made to Utah County.

The "Employee of the Month" Committee comprises employees who are representatives from various departments who each serve a two-year term. The County Departments are divided into six groupings that are comparable in size, and a representative is selected from each group. The Committee typically meets the third Thursday of each month and the representative is responsible for gathering nominations for employees from their assigned departments. The groups are rotated so that every six months each group is eligible to present their nominations, and an employee is selected as the Employee of the Month for that particular month.

**The following may answer questions you may have regarding this program:**

- ▶ \*All employees are eligible for nomination **except for: elected officials and time limited positions.** (\*If an employee has been selected as an Employee of the Month, they are not eligible for selection for another five years.)
- ▶ Anyone (preference is for a group of two or more) can nominate an employee at any time by sending your representative (or Jane Ivie / Personnel-Chairperson of the Employee of the Month Committee) your nomination. GroupWise is a wonderful and convenient way to do this! A nomination form is available from your representative, or on the internet:  
<http://www.UtahCountyOnline.org/apps/EmplMonth/EmplNominateMenu.asp>
- ▶ A nomination should include comments addressing the ability the employee has working with fellow employees, supervisors, the public, personal initiative and job performance.
- ▶ The nomination will then be submitted when the group that includes the nominated employee's department is scheduled to present their nominations to select an employee of the month for that month.
- ▶ The selected employee is announced by the Commissioners during the first commission meeting of the month.
- ▶ The selected employee is given a certificate by the Commissioners, a picture of the employee is placed in the main level of the Administration Building on the "Employee of the Month wall" and they receive an additional day of vacation. They are also eligible to be considered for the "Employee of the Year" (chosen from all the employees of the month for the months of January thru December.)
- ▶ The selected employee for the "Employee of the Year" is typically announced during the Employee Recognition Dinner held in December.

The following is a listing of the current Representatives, the Departments they represent, and the times their nominations will be presented for selection: (Note: If the meeting is held in January, it will be the selection for the month of February)

**(Group 1) Vicky Koop, (Recorder) ext 8190 June 15, and December 14;** Assessor, Attorney, Records Management, Recorder and Treasurer.

**(Group 2) Julie Dey (Health) ext 7012 - January 19 and July 13;** Health and WIC ( Does not include Substance Abuse.)

**(Group 3) PJ Maughan (DDAPT) ext 7127 - February 16 and August 17;** Children's Justice Center, Extension, J.P. Court and Public Works.

**(Group 4) Russel Long - March 26 and September 14;** Jail (includes Service, Support, Project Division and Work Release.)

**(Group 5) Sarah Ruiz (HR Management) ext 8165 - April 13 and October 12** Clerk/Auditor, Commission, Community Dev., Information Systems, Elections, Senior Services, Substance Abuse, and Human Resource Mgnt.

**Group 6); Garrett Dutson (Sheriff) ext 4050 - May 18 and Nov. 16** Sheriff Administration, Animal Control, Dispatch, Emergency Management, Investigations, Judicial Services and Patrol.

**Thank you for your participation and nominations that make this a meaningful program recognizing the exceptional employees who work for Utah County Government!**

Please let me know if you have any questions or suggestions regarding this program.  
Jane Ivie /Personnel Employee of the Month/Year Chairperson