

Policy: AD-04-02
Policy Title: GEM/ Employee of the Month Award Policy
Purpose: Set forth guidelines for the award Implementation
Date: 05/19/2004
Revision Date: 3/31/2006

TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT

GEM / Employee of the Month Award Policy

It is the desire of the public works department to foster and promote increased productivity, efficiency, teamwork, safety, morale, and various other positive work habits and behaviors in the department. Therefore, this award policy is being created in an effort to raise the awareness of positive work habits and behaviors that occur within the department.

The GEM in this award stands for "Going the Extra Mile". Each month of the calendar year all associates in the department shall have the opportunity to fill out a GEM Awareness Sheet as attached in Exhibit "A" and place it in the GEM Awareness Box. Associates are encouraged to participate in this program as many times throughout the month as desired. Upon completion of each calendar month all the GEM Awareness Sheets that have been collected will be reviewed by the GEM Recipient Selection Committee.

The GEM Recipient Selection Committee shall consist of the following personnel:

- 1) The Voluntary Focus Group of the Westfield Public Works Department.

The GEM Recipient Selection Committee shall have the following objectives:

- 1) Review GEM Awareness Sheets
- 2) Determine the GEM/Employee of the Month Award recipient
- 3) Present the GEM/ Employee of the Month Award Certificate to the recipient each month
- 4) Present the GEM/Employee of the Month Award gift certificate
- 5) Update the GEM/Employee of the Month Award Plaque and place it in an area within the department that is readily viewable to the public
- 6) Update the GEM/Employee of the Month parking spot with the recipients name

Bruce A. Hauk, Director

EXHIBIT "A"

GEM Awareness Sheet GEM

Candidate: _____ Date: _____

Description of GEM activity: _____

Name of Associate making recommendation: _____