



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of Commissioners

FROM: Tony Gomillion, County Administrator

DATE: March 7, 2016

SUBJECT: Employee of the Quarter and Year

DISCUSSION

Discussion of the establishment of a BOCC employee of the quarter and year recognition program.

BACKGROUND

One of the keys to developing a successful and progressive organization is to recognize those employees that are high achievers. You will find attached two documents adopted by the leadership team. The first is the Staff Guiding Principles which functions as a guide for how we make decisions. The second is the outline for the employee of the quarter and year recognition program.



Staff Guiding Principles

- 1) **Honesty and Respect** – The expectations for how we treat our coworkers, the public and our elected officials.
- 2) **Investment in People** – We will invest in the success of our employees and our community.
- 3) **Customer Service and Delivery** – We will strive to deliver the highest level of customer service by utilizing the best available resources and the highest and best use of facilities and time.
- 4) **Accountability** – We will foster a culture of accountability by establishing clear expectations, developing clear commitments and by utilizing available means to measure success and efficiency.

These principles are consistent and compliment the stated County strategy.



**County-Wide
Employee of the Quarter
and Year**

Division Heads will submit nominations to the Administrator prior to the end of each quarter with a committee consisting of current Board Chairman, Administrator and Human Resources Director reviewing and selecting recipient. Recognition by announcement, plaque, lunch with Department Head, Division Head and County Administrator. Annually the employees of the quarter will attend the Board meeting for the award of the employee of the year award.

What are the characteristics of an exceptional employee?

The following are attributes to consider when nominating and evaluating:

Attitude

- Proper attitude regardless of circumstances: The employee consistently displays a positive attitude, even in circumstances that are challenging.
- Proper attitude toward duties: The employee gives their best in their current position even when their career goals may be for a different position.
- Proper attitude about personal responsibilities for growth. The employee understands that the employer only shares in their future success and that much of the employee's potential for success is determined by their actions.

Abilities

- Proper training, education and skill set are essential to becoming an exceptional employee; however, they need to be coupled with the other listed qualities.
- Communication abilities are a "make or break" for most of the County's functions. Communication abilities have to be coupled with a desire and willingness to exert the effort in order to effectively and completely communicate.
- Coping abilities are essential for exceptional employees. Coping with personal issues, sickness and co-worker issues are in many cases natural abilities.

Work Ethic

- Hard work can and does overcome some deficiencies. Dependable, diligent, determined and grind it out employees are the employees we tend to value the most assuming it is coupled with the proper skills and attitude.

Consistency

- One of the most valued attributes that customers look for in employees, that employees look for in supervisors, and that supervisors look for in employees is consistency. The employee that consistently performs at a high level in the previous listed categories is a prime candidate for this award.

Additional qualities and characteristics for added consideration:

- Team builder
- Caring
- Community involvement
- Accountability
- Awareness