



Employee of the Month Program

I. Purpose

The purpose of the OCSD5 Employee of the Month program is to recognize outstanding full-time employees of OCSD5 who embody the district's standards for excellence and customer service and C.O.R.E. values.

- ◆ Cooperation
- ◆ Outstanding Work Ethic
- ◆ Responsible
- ◆ Efficient

In addition to these values, the EOM program will recognize those employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own, in an effort to make the workplace more efficient and more welcoming to co-workers, students and the community.

The EOM program seeks to acknowledge those whose efforts have inspired and supported the performance and achievement of others.

The EOM program will provide awards to such employees by a means that is fair, with equal consideration of all eligible staff.

An OCSD5 employee who demonstrates the following will be eligible for the EOM Award:

- A positive attitude toward work responsibilities, co-workers, students, and serves as a role model for others;
- A commitment to quality in carrying out job responsibilities, and is an asset to the district;
- A willingness to take initiative, and accept and carry out additional responsibilities beyond regular job assignments for the good of the district as a whole or his/her school or department.

II. Name of the Award

OCSD5 Employee of the Month

III. Nomination and Selection Process

Committee Composition/Objectives

1. The committee is comprised of three (3) district and community members, who will have the responsibility for managing the nomination, selection, and award process for the Employee of the Month Program.
2. The committee evaluates the nominations submitted and selects the Employee of the Month honoree each month.
3. Members of the committee shall serve for one year and are not eligible to receive the award during their year of service.



Criteria and Nomination

1. One (1) employee per month shall be selected for a single EOM award
2. Candidates for the award must be an individual, not a department, functional unit, or group of people.
3. Nominations may be made by anyone with an active affiliation within the OCSD5 district (i.e., co-workers, staff, administrators, students, parents, etc.)
4. A candidate for the award must meet the following criteria:
 - Nominees must be non-probationary, full-time OCSD5 employees
 - Must have been employed at least one (1) year within OCSD5
 - Can be employed at any of OCSD5's schools or district offices
 - Has not been selected as employee of the Month within the past 12 months
 - Has a positive attitude toward work responsibilities, co-workers, students and parents, and also serves as a role model for others
 - Displays leadership qualities
 - Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff in his/her area
 - Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments
 - Must have a distinguished attendance record, is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities
5. An eligible staff member may be nominated more than once.
6. All nominations must be submitted on the form provided on the district website and received by the committee by the 15th of each month in order to be considered for that particular month's award.
7. Nominees who do not receive the award for the month in which they have been nominated may be nominated again.

Process

1. Criteria and EOM nomination form are posted on the OCSD5 district website under the "Staff" tab with a link directly to the forms. Forms will also be available in the Office of Public Relations or by emailing EOM Form Request to publicrelations@ocsd5.net.
2. Completed forms will be sent via email to: publicrelations@ocsd5.net or by fax to 803-533-7953.
3. Each nominee will be thoroughly reviewed to ensure that they meet the criteria of OCSD5 Guidelines for Employee of the Month.

IV. Award Framework

Award recipients shall receive:

- An Employee of the Month certificate suitable for framing
- Article and photo of presentation placed on district website, district Facebook page, Twitter, & also in the E-Blast newsletter.