



EMPLOYEE OF THE MONTH AWARD PROGRAM

**YCS CELEBRATES
EXCELLENCE**

3 WINNERS PER MONTH
1—NORTHERN REGION
1—SOUTHERN REGION
1—CENTRAL REGION

BE A PART OF THE
WALL OF FAME
LOCATED @ THE NEWARK OFFICE

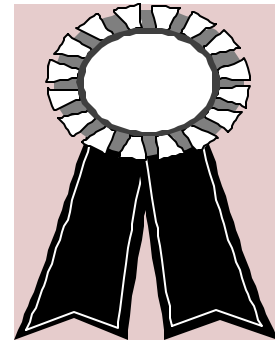
BE A YCS
STAR

CLICK BELOW FOR:

EMPLOYEE OF THE MONTH AWARD PROGRAM

OR

EMPLOYEE OF THE MONTH NOMINATION FORM



**LET'S ALL PARTICIPATE AND VOTE FOR THE PERSON WHOM YOU
FEEL EXCEEDS YCS EXPECTATIONS THROUGH THE WORK THEY DO
ON A DAILY BASIS**

**TAKE THE TIME NOW TO VOTE FOR THE MOST
DESERVING
PERSON FOR THE
“EMPLOYEE OF THE MONTH AWARD”**

Employee Of The Month Award Program

Eligibility Criteria:

- Employees must be employed at least 6 months to make a nomination.
- All YCS employees in good standing with the agency employed a **minimum of 1 year** are eligible for nomination.
- Nominations may be made for superior performance and/or contribution based on employee behavior that demonstrates commitment to the YCS mission.
- All nominees must be employed at the time the award is given.
- Winners can be nominated again after 1 year of receiving the award.
- **Any** employee can nominate **any** other employee.

Nomination Process:

- To nominate an employee, the nomination form is completed as specifically as possible, giving pertinent examples of the work the employee performs and forwarded to the YCS Research Department in a sealed envelope.
- A nomination that has not been chosen in the month it was submitted can be designated by the Selection Committee as worthy for consideration in a future voting. If your nominee is not chosen within 2 months of your submitting a nomination we strongly advise you to **resubmit your nomination with more detail** on why you believe the person should be Employee of the Month.
- All nomination forms must be received by the Research Department by the 1st of the month for nominations for the next month. Winners are announced each month at the Cabinet meeting for that month.

Program Rules:

- 1 employee from each of the Northern, Central and Southern Regions of YCS (includes Education/Autism/Administration/Direct Care/Support) will be chosen monthly for the award.
- A Selection Committee, consisting of personnel from various levels of staff will review the nominations that are kept **anonymous** to provide fairness and prevent conflict of interest. The Selection Committee will work in conjunction with the Research and Human Resource Departments to determine authenticity and determine the winner. The Research Department will notify the winners.
- The President/CEO will send a letter of commendation to the winners. The winners will be announced at the Monthly Cabinet Meeting and to all staff via email, inter-office mail and the YCS Reporter.

The Award:

- Three awards, one from each region, will be given each month. Employees of the Month will receive a framed certificate, \$150, a letter from the President/CEO of YCS and placement of their names on a designated *Wall of Fame* at YCS headquarters in Newark, as well as on an additional plaque located at their site.

Employee of the Month Nomination Form

Youth Consultation Service is in the business of caring for children & their families in our programs. We also take pride in hiring employees who invoke the same philosophy.

Our Mission: To advocate for, educate, shelter, and care for children in need, and their families, so that each can further develop the skills, self-worth, and hope necessary for success within their communities.

The following employee is nominated for Employee of the Month: **(PLEASE PRINT CLEARLY)**

Name of Nominee: _____ **Job Title:** _____

Program Nominee works in: _____ **Nominee's Supervisor:** _____

Today's date: _____ **Length of time Nominee is employed with YCS:** _____ (must be at least 1 yr.)

(Cut line)

Please describe the nominee's achievements in the following areas:

*****Attach additional information as needed & use examples wherever possible**

1) How does this employee promote & uphold the agency mission?

2) Explain how this employee demonstrates proficiency & innovation in assigned duties.

3) Give examples of how the employee promotes a pleasant working environment.

4) Explain how he/she works well with clients & staff.

5) How does this employee demonstrate dependability?

Name of employee making nomination: (must be with YCS at least 6 months)

Signature of employee making nomination: _____

Nominator is: (check one) ☐ employee ☐ client ☐ collateral

Official Use Only

† HR Approved

† Committee Approved

† HR Unapproved

† Selection for Month of _____