



# 2018 EMPLOYEE OF THE YEAR AWARD PROGRAM

The Falls Church City Council and City Manager invite the submission of nominations for the 2018 “Employee of the Year” Award.

## **ABOUT THE AWARD**

The “Employee of the Year” Award was established in 1987 to grant recognition to a City employee for accomplishments of outstanding worth in advancing and improving public service in the City of Falls Church General Government.

Accomplishments that are eligible for consideration will vary widely in form and substance due to the many different jobs City Employees perform. They will be evaluated against criteria which examine gains achieved, overall impact of the accomplishment, and the environment in which the achievement took place. The recipient receives a cash award.

Eligibility for the award is open to all permanent full or part-time employees in the City’s personnel system, provided the initial probationary period has been concluded successfully. Appointed Officials, Elected Officials and their employees, and Division Directors are not eligible.

## **WHO MAY NOMINATE**

The City Council encourages nominations from any of the following:

- Any City employee of the General Government
- City citizens
- Civic organizations or groups
- Business and professional groups

Nominations may not be submitted by a member of the immediate family of the nominee or the nominee themselves.

## **SELECTION**

The City Employees Review Board will receive the nominations and the supporting documentation and select the award recipient based on the facts presented. Presentation of the award will be made by the Mayor and Council at the April 8, 2019 Council Meeting.

## **CRITERIA**

The criteria used in judging are listed below. Those planning to prepare nominations will find it helpful to study these criteria first. Please read the entire form before beginning.

1. The achievement on which the nomination is based must have occurred between January 1, 2018 and December 31, 2018.
2. There should be evidence of direct identification of the employee with the achievement.
3. Evidence presented will be evaluated for the extent to which it shows the worth of the accomplishment in terms of results received. Relevant evidence, for example, might be higher employee morale, more effective operations, lower costs, leadership in departmental or community activities, exceptional contributions to the department's goals or the goals of the City as a whole, performance of assigned tasks in such an exemplary manner as to set a record of achievement, or acts of heroism beyond the call of duty.
4. The evidence presented must show in detail how the achievement was either a remarkable or unusual performance of the nominee's assigned duties or above and beyond normally assigned duties. A copy of the nominee's position description may be obtained by calling Human Resources at 703-248-5128 (TTY 711).

## **SUBMISSION OF NOMINATIONS**

When submitting a nomination, remember that the members of the Review Board will probably not be as familiar with the details of the job being described as you are. By following these guidelines, nominators can provide them with enough facts to evaluate the achievement.

1. To assist the selection committee, please complete pages three and four of this application.
2. Where appropriate, supplement the basic nomination statement with exhibits, such as documents, news stories, letters, or other similar supporting evidence of no more than three pages.
3. If the nominator wishes to have any of the supporting material returned, this should be clearly specified.

## **CLOSING DATE**

To be considered for the 2018 Employee of the Year Award, nominations must reach City of Falls Church Human Resources no later than Wednesday, February 27, 2019.

## **CRITERIA FOR AWARD**

The nominee's achievement should meet each of the following criteria. Please use this list to write your nomination. Make sure your nomination covers all of the points and explains your nominee's accomplishment to the Employee Review Board, remembering that they are not familiar with all of the specifics of the nominee's position with the City. Add pictures, articles, etc. to support your nomination. Attach your nomination to page 4, (2018 Employee of the Year Nomination Form). Make sure you have signed and completed page 4 before you submit it to the Human Resources office by 4:30 p.m. on Wednesday, February 27, 2019.

- 1. The nomination must be for an accomplishment of outstanding worth in advancing and improving public service in the Falls Church City Government.**

What was this nominee's accomplishment?

- 2. Please provide a description of the nominee's role, extent of responsibility and how the achievement exceeds job requirements.**

What was the nominee's role in this accomplishment?

- 3. There should be evidence of direct identification with the achievement, through personal leadership, or through development and application of program content and techniques.**

What was the nominee's identification to the accomplishment?

- 4. Evidence presented in support of a nomination should show the worth of the accomplishment in terms of tangible results achieved.** This might be higher employee morale, more effective operations, lower costs, performance of assigned tasks in such an exemplary manner as to set a record of achievement, or acts of heroism beyond the call of duty.

What were the results?

- 5. The evidence presented must show how the achievement was a remarkable or unusual performance of the nominee's assigned duties, or above and beyond those duties.**

How was the achievement remarkable and/or greater than the nominee's assigned duties?

- 6. The achievement on which the nomination is based must be within the period of January 1, 2018 to December 31, 2018.**

Was the accomplishment in this time frame?



# 2018 EMPLOYEE OF THE YEAR AWARD PROGRAM Nomination Form

PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR NOMINATION

## NOMINATIONS SHOULD BE SENT:

Email: [mdecelle@fallschurchva.gov](mailto:mdecelle@fallschurchva.gov)

Fax: 703-531-3385

City of Falls Church  
Attn: Meaghan DeCelle - Human Resources  
300 Park Avenue  
Falls Church, Virginia 22046

## THIS INFORMATION IS SUBMITTED TO SUPPORT THE NOMINATION OF:

Employee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

## NOMINATION SUBMITTED BY:

Nominator's Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Home or Business Address: \_\_\_\_\_

\_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_