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## **Residential Services of Northeastern Minnesota, Inc.**

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### **EMPLOYEE OF THE MONTH SELECTION PROCESS**

**Purpose of award:** To recognize exemplary employees for specific accomplishments over and above his/her regular responsibilities.

**Who can be nominated?** Any RSI employee. (non direct support employee nominations are reviewed quarterly)

**Who can nominate?** Any RSI employee, consumer or family member.

**Criteria for nominee:**

1. Consistently demonstrates excellent job performance.
2. Committed to RSI's mission and values.
3. Has positive relationships with consumers and fellow employees.
4. Goes over and above his/her regular job duties.

**Selection process:**

1. Nominee must have been employed at RSI for at least six months.
2. Nominations must be submitted by the 15<sup>th</sup> of each month.
3. Selection is made by a committee comprised of all Program Managers and Staff Development Director.

**Notification process:**

1. The Employee of the Month will be notified during their staff meeting on the month they are selected.
2. A letter of thanks from the Staff Development Director and a \$20 gift certificate will be presented.
3. A description (and picture if provided) of each Employee of the Month will be posted on RSI's website, as well as in the quarterly Employee Newsletter.
4. All Employees of the Month will be considered for an Employee of the Year selected in August of every year. Employee of the Year winners will receive \$100 gift certificate/significant gift and be honored at RSI's annual Board Meeting.

**Nominees not selected:**

1. Nominees not selected will be returned to the pool of nominations for consideration for the next month. Nominations can be retained for three months, after which time nomination forms should be resubmitted for continued consideration of the nominee.
2. After the nomination process is complete, the committee will notify the nominee's supervisor of the outcome of each employee they supervise. All nominees will be honored at their monthly staff meeting, and receive an honorable mention in the quarterly Employee Newsletter.

**Nomination forms: Available on RSI's website or offices.**