

Overview

Spot On, the Martin County Employee Recognition Program, identifies employees who have gone above and beyond doing their job. Employees demonstrating exceptional performance will be recognized through this program with a certificate, quarterly luncheon, recognition award, and an opportunity to be selected as the employee of the year for either safety or performance.

Public Purpose

High performance and excellent safety practices result in a more efficient and effective workplace. Spot On, recognizes those employees who demonstrate exceptional workplace performance or safety standards. Recognition programs have demonstrated that they can increase employee engagement, motivation, and satisfaction, ultimately leading to a higher performing workplace. This program is subject to approval by the County Administrator and may be suspended or canceled at any time.

Eligibility

All County employees, including those who are part-time, seasonal, and on-call, may be nominated for an award under this program. Nominations can be made by other employees, supervisors, managers, department directors, administrators, and commissioners.

Employee nominations will be evaluated for eligibility by Human Resources and approved by County Administration for acceptance into the program.

Criteria

Performance on the Spot

Employees demonstrating exceptional performance in their job duties may be nominated for a recognition award. Some examples may include, but are not limited to, employees who have:

- Demonstrated consistent, measurably high levels of productivity in their daily work performance.
- Made significant contributions to Martin County.
- Increased the overall performance of their department or division through consistent extra assistance to citizens and/or fellow employees.
- Consistently spent extra time and effort to address the growing demands on a department or division.
- Demonstrated a supportive commitment to effective team building.
- Provided an extended period of exceptional service in one or more of the following categories:
 - Service to the public.
 - Professional conduct and judgment in job performance.
 - Efficiency, effectiveness, and productivity in job performance.
 - Teamwork and cooperation working with fellow employees.
 - Actions which strengthen and contribute to the effectiveness of the employee's immediate work group.
 - Actions which help the county eliminate waste, conserve taxpayer dollars, or improve the County's financial position.

- An idea or method that significantly increases the administrative or operational efficiency of a work group, division, or department.

Safety on the Spot

Employees demonstrating excellence in safety may be nominated for a recognition award. Some examples may include, but are not limited to, employees who have:

- Identified potential hazards such as trip, slip, or fall hazards.
- Implemented or suggested preventative or innovative measures.
- Adhered to appropriate safety standards including proper:
 - Personal protective equipment (PPE)
 - Maintenance of traffic (MOT)
 - Worksite safety compliance
 - Site ergonomics and body mechanics
 - Defensive driving
- Consistently demonstrated safe working practices daily.

Additionally, the Safety and Training Officer and members of the Safety Team will be in the field and offices regularly for safety surveys. When observing employees in the field or office, demonstrating safety-conscious behaviors as mentioned above, they will be recognized for *Safety on the Spot*.

Selection

Human Resources will receive all nominations and will determine if the employee is eligible for an award. Performance award nominations will be reviewed by Human Resources for eligibility. The submitted form must demonstrate that exceptional service has been provided. Employees must not have any written reprimands, suspensions, etc. in their personnel file records in the last year. Nomination forms must be complete and include the name and department for whomever is submitting the nomination. Failure to provide a completed form will result in an ineligible submission.

Recognition Awards

Employees nominated for the Martin County Employee Recognition award will receive a certificate of recognition, employee's choice of recognition award from Human Resources, invitation to the appreciation lunch, and nomination for the annual employee of the year award.

Recognition awards may include, but are not limited to, beach towels, Bluetooth speakers, coolers, beach chairs, and more.

Group Recognition

Each quarter, Human Resources will host a group recognition program for the employees nominated and accepted under the Martin County Employee Recognition Program. The employee's supervisor and Department Director will be invited to congratulate the employee on their efforts of going above and beyond.

An annual group recognition will take place where all program participants are invited to attend and have an opportunity to be selected as the Employee of the Year.

The group recognition program includes, but is not limited to: breakfast, luncheons, ice cream socials, or other food related gatherings to further recognized their efforts.

Employee of the Year

Employees awarded for the Employee Recognition Program will be nominated for the annual employee of the year award.

The employee of the year will be selected by County Administration and will receive one of the following:

- **Performance on the Spot - Employee of the Year Award** – May be awarded PTO subject to approval by the County Administrator.
- **Safety on the Spot - Employee of the Year Award** – May be awarded PTO subject to approval by the County Administrator.

Employees who are awarded PTO under this program by the County Administrator may request a one-time cash out which is in addition to any PTO cash out policy outlined in the Human Resources Manual or any Collective Bargaining Agreement.