

6.12 Awards of Excellence Program

The Board of County Commissioners encourages employees individually, and in groups to achieve superior work results. In support of this philosophy, the Awards of Excellence Program is designated to attract, encourage, develop and retain motivated employees by appropriately recognizing and rewarding individual and group performances and contributions to improve Leon County, within the organization and the community.

6.12.1 Procedure: Awards of Excellence Program

1. As a part of their normal job duties, managers and supervisors are responsible for nominating employees whose contributions merit special recognition.
2. Employees may, and are encouraged to, nominate other employees or group of employees whose contributions merit special recognition.
3. These awards are competitive.
4. A committee made up of six employees representing their respective departments (i.e. Public Services, Management Services, Public Works, Growth and Environmental Management, County Attorney and County Administration) and a HR staff person will be responsible for the reviewing of nominations and choosing a recipient(s) for the following awards: Notable Achievement Award (quarterly), Awards of Distinction (annually), Employee Innovation and Heroism (when necessary).
5. All nominations must be submitted to the Human Resources department on the appropriate nomination form located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).
6. Specific information and factual data provided must show how the nominee(s) exceeded normal job requirements and made exceptional contributions to the overall improvements of the operation or assisted in meeting organizational goals.

7. Complete details of eligibility, criteria, process and procedures of the Leon County Awards of Excellence Program is outlined in the Leon County Awards of Excellence Program Description located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).

8. The County Administrator may make modifications to the types of awards given based upon need when deemed appropriate and in the best interest of the employees of Leon County.