



ROCKY MOUNT, NC
THE CENTER OF IT ALL

City Manager's Awards Program

Recognizing
Employees Excelling at Exemplifying the
City's Core Values

AWARD PURPOSE

The City of Rocky Mount considers its employees to be one of its most valuable assets. The City Manager's Awards Program is a recognition program that acknowledges employees who go above and beyond the job description requirements and excels at exemplifying the City's core values – Customer- Centered Service, Professionalism, Respect, Teamwork & Leadership, and Supportive Work Environment.

ELIGIBILITY

All employees beyond the probationary period are eligible for the award. Nominations must be made for accomplishments that occurred within one year prior to the deadline of the current nomination period.

NOMINATION PROCESS

- ❖ Nominations for the award can come from any employee or citizen (an employee cannot nominate himself/herself).
- ❖ Nominators must provide detailed, accurate and specific information on what makes their nominee outstanding. Nominators must also explain how the nominee executes the City's core values.
- ❖ The City Manager may also choose to add employees into consideration for the award, however the nomination form does not need to be completed in this case.
- ❖ Nominations must be submitted on the nomination form which is available on the City of Rocky Mount's website, in the Communications, Marketing and Public Relations Office and at drop boxes at various locations throughout City Facilities.
- ❖ Deadlines for submission of nominations are: March 31 for the April awards, June30 for July awards, September 30 for October awards, and November 30 for December awards. Award presentations will be made during the April, July, October, and December Award Luncheon.

AWARD RECIPIENT SELECTION PROCESS

Nominations must be received within the specified deadlines in order to be considered. Completed forms may be reviewed by the City Manager, Assistant City Managers and Department Heads. The nominator may be contacted by the City Manager for clarifications or if there is missing information on the nomination form. The City Manager may also choose not to give any awards in a given year. The City Manager will make the final selection of award winners.

TYPE OF AWARDS

Award recipients will be presented with a custom designed trophy, a certificate and a letter of commendation signed by the City Manager during the Award Luncheons and recognized at the Annual Employee Luncheon.



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NOMINATION FORM

All employees beyond the probationary period are eligible for the award. An employee cannot nominate himself/herself. Recipients may be selected by the City Manager, Assistant City Managers and Department Heads. Submission deadline is March 31 for the April awards, June 30 for July awards, September 30 for October awards, and November 30 for December awards. To nominate an employee, please complete all areas of this form.

Nominee's Information

Name of Employee	Department	Job Title
Name of Project (if applicable)	Date of Nomination	

Reason for nomination: Describe the nominee's contribution and its specific impact on the City's Mission to advance community well-being, safety and quality of life by delivering excellent municipal services as it relates to the City's core values described below.

Customer-Centered Service – We provide responsive, equitable, and courteous service to our citizens

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Professionalism – We use knowledge, skills and abilities with integrity and dedication

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Respect – We treat each other and our community with acceptance and understanding

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Teamwork & Leadership – We work together to achieve the mission of our organization

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Supportive Work Environment – We value our employees and provide the resources they need to be successful

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Nominator's Information

Name	Signature	
Department	Job Title	Phone Number

Please use additional sheets and attach them to this form if needed. For confidentiality, submit all completed forms by email to jessie.nunery@rockymountnc.gov.