



Employee Recognition Program City of Fayetteville Core Values Awards

The purpose of the City of Fayetteville Core Values Award (CVA) is to recognize employees for their above and beyond contribution to the City’s mission in alignment with the City’s core values of RESPECT.

Program Objectives	<ul style="list-style-type: none"> ○ To create a culture of recognition and increase employee engagement. ○ To reinforce behavior that exemplifies the City’s core values. ○ To recognize and motivate higher performance.
Program Committee	The Employee Recognition Program Committee is comprised of 21 employees from different departments and various employment levels in the City. A City Council member who serves as the Council liaison and a member of the Senior Management Team will also participate as committee members. Committee members will serve on the committee for a minimum period of one year.
Award Recipient Selection Criteria	Award recipients will be selected by the committee following an assessment of each nominee’s accomplishment (stated on the nomination form) against the components of the City’s core values described on page 2 and titled “<u>Serving with R.E.S.P.E.C.T</u>”
Award Nomination Process	
Eligibility for Awards	All employees are eligible for the awards. Nominations may be made for individuals or groups of individuals. Nominations must be for accomplishments that occurred within one year prior to the deadline of the current nomination period.
Who can nominate?	All City employees and members of the public can make a nomination. <u>Restriction</u> : An employee cannot nominate him/herself. Employees are not limited in the number of nominations they can make during any nominating period.
Award Nomination Process	Nomination(s) must be submitted on the nomination form which is available on the COF Web; on the City of Fayetteville website; in HRD and at drop boxes at various locations throughout the City Offices. Nominators will provide detailed, factual and specific information on what makes their nominee(s) outstanding. Nominators must also explain how the nominee meets the ideal(s) of the City’s core values. <i>Supervisory endorsement is not required in order to make a nomination.</i> Nomination forms should be delivered to the Employee Recognition Committee via the CVA drop box in the HRD Department. Nomination forms may also be submitted by email to CVA@ci.fay.nc.us . Nominations are kept confidential throughout the process. Deadlines for submission of nominations are: <u>May 31 for the July awards</u> and <u>November 30 for the January awards</u> . Award presentations will be made during the January and July service awards ceremonies.
Award Recipient Selection Process	Nominations must be received within the specified deadlines in order to be considered by the committee. The Employee Recognition Committee may conduct informal interviews with the nominator and the nominee’s department director, to gather additional information about the nomination.
Type of Awards	Award recipients will be presented with a plaque and a letter of commendation signed by the City Manager during the awards ceremony. They will also be given the opportunity to select a gift from a gift catalog and invited to breakfast with the City Manager.



CORE VALUES AWARD NOMINATION FORM

All City employees may nominate another employee or group of employees for an award. Employees may also be nominated by members of the public. Recipients will be selected by the Employee Recognition Committee. Submission deadline is May 31 for the July awards and November 30 for the January awards of each year. To nominate an employee, please complete all areas of this form.

Nominee's Information		
Name/Names of Employees	Department	Job Title
Name of Project (if applicable)	Date of nomination	

Reason for nomination: Describe the nominee's above and beyond contribution and its specific impact on the City's mission as it relates to the City's core values described on the attached document titled **"Serving with R.E.S.P.E.C.T "**

Nominator's Information		
Name	Signature	
Department	Job Title	Phone Number

Please use additional sheets and attach them to the form if needed.
 For confidentiality, submit all completed forms by email to Employee Recognition Committee at CVA@ci.fay.nc.us or deliver to the CVA drop box in the HRD Department.
 If you have any questions, please contact the committee by email or call 910-433-1674