



TOWN OF RIVERHEAD
EMPLOYEE OF THE YEAR NOMINATION FORM

Name of Nominee: _____ Department: _____

Nominated by: _____ Date: _____

Nomination Instructions

- Place completed nomination form in a sealed envelope and deliver to any LMC member or place in a suggestion box.
- Deadline for submittal is the first business day following January 1.
- Only one nomination per employee.
- Employees are nominated on the basis of any one or more of the following: heroism, unsung heroism, volunteerism, teamwork, and leadership.

Using the criteria below please be specific in identifying outstanding service, accomplishments and contributions made by the nominated employee.

- A. **Heroism** - Demonstrates extraordinary efforts to respond to an emergency or crisis at work or in the community.
- B. **Unsung Heroism** - Exhibits unselfish devotion to duty; exhibits friendliness, timeliness and responsiveness, patience and tolerance; illustrates a high level of accountability; and models a level of professionalism that demonstrates an outstanding level of proficiency.
- C. **Volunteerism** - Displays humanitarian and public service efforts, whether in the course of their employment with the Town or as an outside volunteer.
- D. **Teamwork** - Promotes collaboration within the department or with other departments; contributes to synergy within the department; and, demonstrates extraordinary communication skills to achieve the department's goals.
- E. **Leadership** - Provides both a clear vision and direction to others; is innovative with ideas that ensure the department functions at the cutting edge; promotes the highest levels of efficiency and effectiveness; empowers others; and promotes the development of employees.
- F. **Safety and Wellness** - Illustrates commitment to promoting a safe working environment; promotes physical and mental well-being of self and others; places safety and health requirements as first importance; promotes protection of fellow employees and the public.

Written Recommendation