

# Employee of the Month (EOM) Program

## **What it is:**

The EOM is formal recognition for the employee who goes above and beyond his or her normal job responsibilities.

## **How it works:**

EOM recognition is available to all employees, but only those receiving leave benefits will be eligible for the OA.

Complete the on-line EOM nomination form, or print and complete by hand. Print the completed form and return to the director of Human Resources. Anyone can submit an EOM nomination for any employee or supervisor.

Nominations will be evaluated monthly by a committee of EAC members which include the Director of Human Resources and the EAC Vice President. Nominations will be kept on file for 6 months prior to archiving. Once archived from EOM, the nominations will become part of the next quarter's P2P drawing.

Nomination language should include what the selected employee has done, and how it has gone above and beyond regular job duties. It is preferred that references be specific rather than general. 'Mass' nominations will not be given extra weight during the evaluation process.

EOM recognition awards include the employee's picture on the EOM of the Month plaque, 8 hours of OA, a certificate presented by the Superintendent, use of the EOM parking space for the month and recognition in the agency newsletter.

The EOM nomination form can be found at:

<http://www.schools.utah.gov/main/INFORMATION/Human-resources/DOCS/EOTMForm.aspx>