

**EMPLOYEE OF THE QUARTER
NOMINATION FORM**

Name of Employee Nominated

Unit/Department/Community Program

Deadline for Submission:

December 15 for
March 15 for
June 15 for
September 15 for

Quarter Nominated (circle one):

1st (January-February-March)
2nd (April-May-June)
3rd (July-August-September)
4th (October-November-December)

Procedures:

- 1) **Nominations for "Employee of the Quarter" may be made by any employee of GRH/S or community program operated by GRH/S.**
- 2) **The nominator shall complete the Nomination Form for the "Employee of the Quarter" in detail for each nominee.**
- 3) **The completed form shall be submitted to the chairperson/co-chairperson of the Employee Morale and Services (EMS) Team or a team member.**
- 4) **The Employee Morale and Services (EMS) Team shall consult with the Human Resources Director/designee and respective department head on all nominations to ensure the employee is in good standing and shall vote on the entries submitted. The nominee selected shall then be forwarded to the Facility Leadership Team for review. In the event of a tie, the Facility Leadership Team shall have the deciding vote.**
- 5) **The "Employee of the Quarter" award shall be presented to one employee during the General Staff Meeting in January, April, July and October.**

Describe the reason for your nomination (use additional sheets if necessary):

Nominated by: _____