



## **City of Canton Employee Recognition Program**

### **Scope of Program**

At monthly ceremonies, the Employee Recognition Program honors departmental winners of the following award categories:

**Employee of the Month  
Director of the Month**

#### **Employee Of The Month**

Selections for EMPLOYEE OF THE MONTH are based on information contained on nomination forms, usually submitted by the employee's supervisor. The nomination form explains why the supervisor or nominator thinks the employee should win this award. Nominators are asked to base their submissions on criteria such as work habits, general performance, skill and ability, attendance and attitude.

The Department's Employee of the Month is our automatic nominee for the City's Employee of the Month award, which uses these same criteria for selection.

#### **Director Of The Month**

DIRECTOR OF THE MONTH honors a manager who either performs an exemplary act that may bring recognition to the department from the public or from fellow workers, or is being acknowledged for commendable effort, thoroughness, efficiency and positive attitude.