

# Public Works Employee Excellence Award

## Overview

### Goals

- Honor an employee who inspires excellence to his/her group, division and/or the Public Works Department
- Inspire Public Works employees to demonstrate and bring desired traits into the Public Works Department by influencing the culture of Public Works towards excellence. (see list of traits below)
- Create a prestigious award to demonstrate that employees are valued and recognized by others (much like the Heisman Trophy, etc.)

Note: Award inspired by former Public Works Deputy Director/County Engineer Owen Carter – Winner of the 2017 Public Works Professional Achievement Award.

### Candidate Criteria

The nominee should be an employee who uplifts the department's culture for continuous improvement and social justice through their examples and attitude.

Candidate should have a blend of the following qualities:

1. Hard Worker: Exceeds job duties by "going the extra mile"
2. High Performer: Ability to provide work of exceptional quality
3. Dependability: Consistently meets timelines and deadlines
4. Positive Attitude: Positive demeanor and a respectful, open-minded listener
5. Interpersonal Skills: Collaborative, fair to all, and a strong communicator
6. Problem Solver: Visionary who understands the big picture and is a strategic thinker
7. Public Service: Makes decisions and takes actions with the public's best interest in mind while assisting others

### Guidelines

- This is an annual award designated only for the Public Works Department where each year, an exceptional employee or employees will be given the Employee Excellence Award. The recipients will be drawn from one or more of the five divisions
- Nomination forms should be completed (one page – front and back maximum) and submitted per the date stated in the reminder email
- Each Public Works division director will present their finalists to the Public Works director and together they will select one winner for their division, if applicable
- The Public Works director will present the awards

Note: Candidate must be a full-time employee (FTE) – not an intern, temporary employee or an employee who is in his/her first year employee probationary period. Also candidate must be employed with Snohomish County for at least five years. Past winners are not eligible for future nominations.

## Award

### **Award recipients will be celebrated in the following ways:**

1. Receive a personalized, framed award
2. Honored during an awards presentation before county council
3. Featured in the Snohomish County Connects employee newsletter
4. Featured in a Public Works all hands email and/or PW Spotlight newsletter
5. Recognition Celebration – per division director to host for their award winner  
(Use of public funds are limited, but strongly recommend each director find creative ways to celebrate and honor their award winner.)
6. Potential PW social media post

Below are some suggestions for virtual or in-person recognitions by individual directors:

- Virtual Teams or in-person meeting celebration – schedule a virtual employee coffee or lunch break to catch up and share the news
- Send goodies or flowers to the award winner's office or home
- Provide individually wrapped treats at roll call
- Volunteers donate for a gift card honoring the recipient