



EXCEPTIONAL EMPLOYEES PROGRAM Nomination Form

The City of Ukiah prioritizes the retention and attraction of outstanding employees and recognizes their role in our goal of providing exceptional customer service. Therefore, the Exceptional Employee Program, through a nomination process, recognizes and rewards those employees or teams of employees who have truly gone above and beyond.

Any member of the public, City employee, volunteer, contract employee, appointed or elected official may nominate another City employee for consideration of this award throughout the year. Nominations may be made for individuals or groups of individuals. The Recognition and Review Team (selection committee) will review the nominations and recommend three nominees per quarter from each category of Field Crew, Public Safety, and Administrative.

Nominee OR Group Nominees: _____

Nominee(s) Work Location/Department: _____

Nominee(s) Job Title: _____

Please describe the activity or accomplishment for which you are nominating this (these) employee(s). The nomination must reflect one or more of the City of Ukiah's core-values (*criteria definitions provided on the back of this form*). Attach additional pages if necessary:

- *Professionalism*
- *Service*
- *Teamwork*
- *Innovation*
- *Safety*

Person making the nomination: _____

(Please print name)

Signature: _____ Date: _____

May we contact you for additional information? Y N If so, please provide your contact info: _____

Address (complete if the nomination is from the public):

Please submit nomination forms to the Human Resources Department. Human Resources will forward the form to the City Manager and the Department Head of the employee. The Recognition and Review Team will review and rank nominations based on the information received on the nomination form(s).

Criteria for awards are written to reflect the City of Ukiah's core-values.

The following criteria definitions provide a basic guide for nominators when they develop written nominations, and are used by the Selection committee to evaluate nominations:

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

- We strive to promote trust and confidence by being respectful, truthful, open and compassionate in everything we do.
 - We are dedicated to continuous improvement and professional growth.
 - We embrace our professional and social responsibility to our community.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

- We meet the needs of a diverse community through dynamic, creative, and thoughtful service.
 - We achieve tangible results through eagerness to find solutions and provide service.
 - We are accountable for our actions and take ownership of our deeds.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

- We inspire everyone to make a difference and celebrate success by valuing and recognizing each contribution.
- We believe that open, honest communication builds trust, which is the foundation of any relationship—whether it's with our employees or our community.
 - We maintain a positive and engaging atmosphere where balance and fun are valued.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

- We are actively engaged in seeking strategic solutions and partnerships that will more effectively serve our community and our team members.
 - We foster a culture of innovation that balances creativity with responsibility and sustainability.
 - We are open to change and support and encourage suggestions from employees and the community.

SAFETY

We strive to keep our community and our workplace safe and healthy.

- We ensure the vital needs of our community are met through the protection of each other, the environment, and our assets.
 - We foster a healthy community by ensuring accessibility and high quality programs and services for our citizens.
- We ensure the safety of our team-members and are well-prepared for emergencies through effective and ongoing training and education.