



## **DRHA EMPLOYEE OF THE QUARTER**

At the Staff Meeting for each quarter, which is typically the first Monday of quarter, the Authority will select its Employee of the Quarter.

Employees must have been employed for more than six months to be eligible for Employee of the Quarter. (Full-Time, Debbie Staffing, part-time)

The Employee of the Quarter will be selected in the following manner: A Recognition form will be filled out and dropped in one of the “suggestion” boxes throughout the Housing Authority. The Employee of the Quarter Committee will review all nominations to ensure that criteria guidelines are being followed. It is possible that in any given quarter, there may be no nominations that meet the required criteria or perhaps no nominations may have been submitted. During the quarterly staff meeting employees will vote after reading a brief statement on employees who have been recognized. The employee who receives the most votes will be the winner. In case of a tie, the individual with the most seniority will be selected as the Employee of the Quarter.

When writing your recognition please consider the following work characteristics for the past quarter:

- |                      |                  |                 |
|----------------------|------------------|-----------------|
| -Accuracy            | -Attendance      | -Punctuality    |
| -Job Application     | -Initiative      | -Creativity     |
| -Attitude            | -Dependability   | -Responsibility |
| -Personal Attributes | -Professionalism |                 |

Vote for the employees whom you believe have gone the “extra mile” or “above and beyond the call of duty”.

Submit employee recognition forms by the 15<sup>th</sup> of the last month of the quarter. Quarters will be as following:

- 1<sup>st</sup> Quarter – January-February-March
- 2<sup>nd</sup> Quarter – April-May-June
- 3<sup>rd</sup> Quarter – July-August-September
- 4<sup>th</sup> Quarter – October-November-December

The Employee of the Quarter will receive the following award:  
\$75 Check from DRHA

A picture will be placed in designated areas along with a certificate.

The Employee of the year will be select from the Employees of the Quarters. Employees must be employed for one full year to be eligible for Employee of the Year. The employee of the year will receive \$150.