March 8, 2016

Per Staff Meeting:

Selection for **Employee of the Year** will be based on the following areas:

1. **Attendance**- each month a review will consist of whether or not an employee used any unscheduled leave-
2. **Submission of Paperwork** : each month a review will consist of whether or not an employee submitted paperwork in a timely manner
3. **Timesheets**: each month a review will consist of whether or not the employee had errors on their timesheets- concentration will be centered on missing punches
4. **Trainings**: a review of an employee’s training section will be conducted- all trainings must be up to date.
5. **Community Integration**: has the employee located/or assisted in developing community integration/recreational sites, community volunteer programs or community employment positions.
6. **Fundraising** : has the employee assisted in fundraising activities such as selling of tickets,

We will be using a point system; each employee (employees who has been nominated for Employee of the Quarter) can receive points based on their work.

1. Attendance: 1 point per month—12 total points
2. Submission of Paperwork: 1 point per month—12 total points
3. Timesheets: 2 points per pay period
4. Trainings: 5 points for meeting standards/ 10 points for additional (CMT, ect.)
5. Community Integration 4 points for Developing Participation Activities
6. 6 points for Developing Volunteer Activities
7. 8 points for Developing Paid Employment
8. Fundraising 6 points for Assisting ( working the event)
9. Additional points will be awarded for various tasks

For Employment Specialist – points will not be awarded for #5, #6, #7—you may earn double the points for any additional points offered in #9

* At your monthly meetings – each group will be given the task to nominate an employee – we are encouraging everyone to participant in the selection process.