

PROCEDURE NO. 4-10-55

ISSUED: 04-01-21

REVISED: 12-27-24

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SUBJECT: DSP/Job Coach of the Year

PURPOSE: To establish a system that recognizes employees who best exemplify the mission, values and goals of the agency. To enhance team cohesiveness, staff morale and safety awareness, and to carry out the mandate of the office of Human Resource Policy No. 4.

On an annual basis, (September through August) Program Managers and Employment Specialist of Workforce Development will nominate a DSP or Job Coach from their team that best exemplifies the mission, values and goals of the agency. There will be one grand prize winner per year and a 2nd and 3rd place winner.

The Employee Relations Committee will select the winner based on the nominations received.

The grand prize winner will be featured in the Newsletter, on social media and on the website in the form of a short story (including a photograph) about why the employee is exemplary, what motivates them and why they love their job.

Nominations must be submitted to the Human Resource Director via email by August 5th of each year. The winners will be selected prior to the annual celebration of National DSP Week in September of each year.

Who can be nominated?

Any DSP or job coach who has worked for the organization during the entire year.

What's in it for the Nominee?

The grand prize winner will receive a \$500 monetary incentive and the 2nd and 3rd place winners will receive a \$250 monetary incentive.

Who cannot be nominated?

- Employees with any disciplinary action (written, suspension or performance improvement plan) during the review period of September through August)
- Employees who did not work the entire review period (September through August)
- Employees who had any unauthorized, unscheduled absences
- Employees who received any ticketed violations for work related vehicle accidents

Approved: _____

Human Resource Director

Date

