

# Frequently Asked Questions Multnomah County Employee Awards Nomination Process

## What types of awards are being given?

The criteria for the awards is outlined in [Personnel Rule 3-70](#)

- Chair's Excellence Award
- Diversity and Cultural Competency
- Employee Innovation
- Outstanding Team Achievement
- Superior Public Service to External Customers
- Superior Public Service to Internal Customers
- Sustainability

## How do I nominate Multnomah County employees for an award?

Complete an online nomination form. The forms are located on the [Employee Recognition Commons](#) page. Employees or community members without access to Commons may contact Central HR for a paper form at 503.988.7607 or e-mail [employee.Recognition@multco.us](mailto:employee.Recognition@multco.us).

## Who is eligible to be nominated for an Award?

See [Personnel Rule 3-70](#) for more details. Central Human Resources will determine eligibility for awards. If you have questions please contact 503.988.7607 or e-mail [Employee.Recognition@multco.us](mailto:Employee.Recognition@multco.us).

- *Except for the Chair's Excellence Award, only employees who hold Multnomah County classified service status are eligible for an award. Classified service refers to an employee that holds a position that is represented by a collective bargaining unit or a position designated as management service, but does not include employees in positions designated as executive service.*
- *Temporary employees, on call employees, and volunteers are not eligible for formal recognition awards.*
- *Executive service employees are only eligible for the Chair's Excellence Award and when they are included as part of a team with classified status employees.*
- *Employees are generally not eligible if they have had discipline or significant performance problems within the previous twenty-four (24) months of being nominated for a Formal Recognition Award.*

### **Will I be notified that I am nominated?**

*Employees will be notified of their nomination and will be given an opportunity to accept or decline their nomination prior to their names being forwarded to the Employee Awards Selection Committee for consideration. Employees may also contact Central Human Resources directly.*

### **How will the award winners be selected?**

*The Employee Awards Selection Committee, made up of representatives from departments and elected official offices, has established a scoring process for the awards.*

*Each award criteria is given a maximum score of five (5) points, the number of criteria for each award determines the maximum score for that award (i.e. the Sustainability Award has three criteria each criteria is worth five (5) points for a maximum score of 15 points). The information provided in the nomination form will be scored on the following scale:*

**0 = Not Covered**

**1 = Unclear:** Not clearly defined; not explicit

**2 = Noteworthy:** worthy of notice or attention

**3 = Significant:** having or expressing a meaning; important; of consequence

**4 = Distinguished:** made conspicuous by excellence

**5 = Extraordinary:** exceptional in character, amount, extent, degree, etc...; remarkable; uncommon, rare, phenomenal, special

*The award criteria are outlined on each nomination form, the scores will be tallied, and the nomination receiving the top score for each award category will receive the award.*

*All nominees will be notified and recognized for their efforts. The award winners will be recognized by the Board of County Commissioners at a ceremony during Public Service Recognition Week May 4-10, 2014. The ceremony is scheduled for Wednesday May 7, 2014 at 10:30 am.*