



## **“KUDOS” EMPLOYEE RECOGNITION PROGRAM FREQUENTLY ASKED QUESTIONS**

***What is a Kudo?*** Recognition for performing at an exceptional level, which includes an employee going above and beyond the standard job specifications.

***How can an employee be nominated for a Kudo?*** A customer, co-worker, supervisor, or manager needs to complete a Kudos nomination ballot and return it to Bob Burke, HR Rep., who will then forward the ballot on to the Employee Recognition Committee for review and follow-up. When completing the Kudos nomination ballot, information included should be specific in order for the Employee Recognition Committee to determine if the service performed is “exceptional”, going above and beyond the standard job specifications.

***Where can a Kudos nomination ballot be found?*** A Kudos nomination ballot can be found in several convenient locations. First, supervisors will be provided with copies, so an employee can request one from him/her. Second, copies will be located in various departmental office locations, such as the Solid Waste Services Division’s administrative office, Parks & Recreation Division headquarters, and the departmental administrative office on the 7<sup>th</sup> floor of the County’s Administration Building. Third, Bob Burke, HR Rep., who may be reached by telephone (225-4885) or e-mail ([burker@mcohio.org](mailto:burker@mcohio.org)), can provide copies. Finally, the ballot is available “on line” through the Public Works Department’s home web page, which can be found through the Montgomery County website ([www.mcohio.org](http://www.mcohio.org)).

***Who decides if a Kudos nomination qualifies as “exceptional” service performed?*** The Employee Recognition Committee will meet on a regular basis and review all submitted Kudos nomination ballots to determine if the service described qualifies as “exceptional”.

***Who are the Employee Recognition Committee members?*** Committee members include John Blackburn, Ron Nelson, Darryl Smith, Lorelei Hagans, Matt Hayes, Jerry Williams, Eric Tipton, Ben Hivner, April Plummer, Frank Martinez, Angie Vance and Bob Burke.

***How will an employee know that he/she has been nominated and eligible for a Kudo?*** Dave Ricks, on behalf of the Public Works Department, will provide written notice to the employee and the individual who submitted the Kudos nomination, as well as the supervisor of the employee(s), of any determination. If it is decided that the service performed is “exceptional”, the employee(s) will also receive a KUDOS candy bar as an immediate method of recognition, too.

***What else should I know?*** For the period ending on December 31<sup>st</sup> of every year, the “top 3” employees who receive the most Kudos that are determined to be “exceptional” will each receive a \$50 gift card to be awarded at the next Employee Recognition Luncheon.