

# Executive Director's (Recognition/Honor/Award) Program Guidelines

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## Award Criteria

The following are award criteria for which an AACS employee may nominate another AACS employee. Catch someone in one of the following acts and you may nominate a fellow employee for this recognition.

- Distinguished Accomplishment: A notable event or achievement that is significant in scope, effort, or impact on agency operations or services to the public.  
Examples: - Outstanding one-time accomplishment  
- Increased customer/client satisfaction
- Meritorious Service: Execution of the duties of the position far beyond the service level commonly expected by the employees' customers (internal or external) that is of great benefit to, or reflects highly on, the agency.  
Examples: - Receiving recognition by customers (internal or external) for extraordinary service.
- Innovation: Significant process improvement or removal of barriers that prevent improvement of services.  
Examples: - Development or implementation of an idea that results in significant savings  
- Improve program/department performance or enhanced operations
- Volunteerism: Outstanding levels of service outside the normal work hours to a non-profit organization dedicated to service, charitable, humanitarian, or philanthropic causes.

These criteria indicate achievement well beyond the norm. In general, the minimum required level of achievement should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the awards lose significance by being easily attainable.

## Eligibility

- All regular full and part time employees are eligible.

## Selection Process

The following is the nomination process:

- 1) Complete the nomination form and attach supporting documentation.
- 2) Forward the nomination form to the Program Director who will then forward the nomination to the Human Resource Department, by September 12th.
- 3) The nomination will be reviewed for completeness. Incomplete nomination forms will be returned to the nominator for complete information.
- 4) Nominations will then be forwarded to the Executive Director for review.
- 5) Employees will be chosen and notified during the month of September.