

DSB BOARD GUIDELINES AND NOMINATION FORM EMPLOYEE OF THE YEAR 2017

The Board of the DHS Division of Services for the Blind (DSB) is pleased to sponsor an annual program recognizing the division's most outstanding employees. Awards are presented annually in three categories: Clerical Services (Caseload Support); Direct Consumer Services (all caseload Counselors); and Administrative Support Services (all non-caseload personnel). One of the three categorical winners is selected by the Board as the overall DSB Employee of the Year. This individual is also identified as the division winner for the Arkansas Human Services Employees Association (AHSEA) selection of DHS Employee of the Year.

Nomination and Award Process

Nomination shall be made by anyone internal or external to DSB by electronic completion and timely submission of the Nomination Form provided below.

The DSB Director will ensure that a minimum of two qualifying nominations in each category have been received and will arrange for the nominations to be assembled, assigned to the correct category, confirmed as eligible and forwarded to the EOY Board Subcommittee for rating and recommendation prior to the September Board meeting.

The Chairman of the EOY subcommittee will conduct the evaluation process, record the recommendations of the subcommittee and forward the names of those recommended in each category and overall to the Board Chair prior to the September Board Meeting. The EOY subcommittee chair/designee will report the names to the full board for its consideration and approval at the September Board Meeting.

Following Board approval in September, the winners will be congratulated and plans made for the DSB Board Recognition Ceremony at the conclusion of the December Board Meeting. The overall winner will also be presented at the Arkansas Human Services Employees Association October 13th as the DSB Employee of the Year and will compete to be named the DHS Employee of the Year.

Following the December Board Meeting, winners in each category will be honored at a board recognition ceremony and will receive an individual plaque in appreciation for their outstanding performances in the prior performance year along with a \$100 cash prize. Additionally, their names will be entered on the

appropriate master plaque permanently displayed in the lobby of the DSB State Office. The overall winner will receive an additional cash prize of \$100 and have his/her name entered on the master plaque marking the overall “Employee of the Year 2017”.

Eligibility:

To be eligible for nomination, an employee must have been a DSB staff member for a minimum of twelve months and must score ‘above average’ or ‘exceptional’ on his or her most recent DSB annual performance evaluation.

Submission Process:

- All nominations must be electronically input on the form below and forwarded via email to Rhonda.garmon@dhs.arkansas.gov and Cassandra.williams@dhs.arkansas.gov by the deadline listed below.
- Descriptions for each of the five performance/conduct areas must be complete, apply to that area, and describe the previous performance year.

Feel free to contact your nominee(s) to get details for any item below of which you are uncertain. Just being nominated is an honor in itself.

Take this opportunity to tell the story of the DSB staff member who is **YOUR Employee of the Year.**

Nominations received will be sorted into the applicable job category (Clerical, Direct Service or Admin Support) and screened confidentially for latest performance scores. The nominations of those qualifying by tenure and performance score will be forwarded to the board EOY subcommittee if the nomination form is complete. The board has instructed staff not to forward nominations with items left blank.

**2017 NOMINATION FORM
DSB EMPLOYEE OF THE YEAR**

To: The DSB Board Personnel Committee, Employee of the Year Subcommittee

From:

Subject: _____ deserves to be named the most outstanding DSB employee this year because:

1. (30 Points) On-the-job accomplishments in the prior year.

2. (25 Points) Professional growth in the assigned job, continuing education and quality of service to DSB.

3. (25 Points) Personal and professional demeanor, and professional attitude toward consumers and colleagues.

4. (10 Points) Accomplishments through active membership in professional organizations related to his/her job. (for example: AER, ARA, SHRM, IAAP).

5. (10 Points) Distinguished or outstanding services to his/her local community, such as volunteering in civic, church or other service organizations or volunteering in support of consumer organizations, such as Arkansas Council of the Blind or National Federation of the Blind of Arkansas.

Respectfully Submitted By:

Name(s):

Full E-mail Address:

Area Code and Phone Number:

Complete the memo–styled form above electronically and forward this completed email no later than 4:30 p.m. on Friday, August 11, 2017 to:

Rhonda.garmon@dhs.arkansas.gov

and

cassandra.williams@dhs.arkansas.gov

This notice and nomination form is being sent to DSB Staff and the stakeholder organizations represented on the DSB Board as well as being announced via the Arkansas Information Reading Service (AIRS). All interested individuals are encouraged to make nominations, with the exception of members of the 2017 EOY subcommittee of the DSB Board.

Additional Information: