

City of Hot Springs
RECOGNITION PROGRAM

Spotlight Award

The Spotlight Award is given to an individual employee or department for a single act above and beyond the normal scope of duties and responsibilities. It can be awarded to a single individual, a division or department. Recipients of a Spotlight Award will be eligible for consideration for an annual City of Hot Springs Award of Excellence.

PURPOSE

City employees are all representatives of the City of Hot Springs to both citizens and visitors. Their demeanor, attitude and actions as they conduct City business throughout the community directly reflect upon the image of the City as a whole. The purpose of the Spotlight Award is to give immediate recognition to those employees who have made a specific contribution to the positive image of the City of Hot Springs by a single example or deed outside their normal work routine and job responsibilities.

NOMINATION GUIDELINES

Employees may be nominated for an award by other City employees, supervisors, co-workers, department heads and elected City officials.

This award should be immediately acknowledged as soon as possible following a meritorious, outstanding or special act or distinguished accomplishment.

It is for a singular contribution which may be relatively easy to identify and relates to generally known human experience and standards of public service. When the accomplishment is closely connected with the performance of normal duties, it may be necessary to consider how it was beyond the scope of normal activity.

Nominations will be reviewed and considered by a quorum of the Recognition Committee as soon as possible after receipt of nomination. Once approved, employee will be immediately recognized for their act, as approved by the City Manager and department head.

Employees receiving a Spotlight Award will automatically be nominated for an annual Award of Excellence, to be determined by the Awards Selection Committee as to category the nominee will be placed.

This award is not to be confused with the “Bill Edwards Spirit of Customer Service Employee of the Year Award” which will be awarded at an annual Employee Awards Banquet in February of each year.

City of Hot Springs
RECOGNITION PROGRAM

Spotlight Award
Employee Nomination Form

Name of Nominee: _____ Department: _____

Division: _____ Nominee's Work Phone: _____

Supervisor's Name: _____ Supervisor's Phone: _____

I believe the above named person should receive a SPOTLIGHT AWARD because: *(Please explain in detail why this employee should be considered).*

Signature of Person Completing Form

Date: _____

Relationship to Nominee

In the event there are questions about this nomination, I can be reached at _____.

In the event of a question about whether or not this event was within the normal scope of the employee's duties and responsibilities, please complete the following Job Duties form with this nomination form.

Job Duties

Please provide the nominee's job title and a brief explanation of required job duties in the space below. This will be compared to the actual nomination to determine whether this activity is clearly above and beyond or if it is normally expected of the employee in their day-to-day job.

Supervisor's Signature

Date