*Flood Protection Authority*

**Employee Recognition Program**

**Employee of the Month Nomination Form**

**Instructions**

The attached Nomination Form is your opportunity to describe how a nominee exemplifies one or more of the values that are re-shaping FPA’s organizational culture.

* Part I - identify the values which you feel the nominee consistently demonstrates through performance, attitude, behavior and actions.
* Part II - describe how the nominee demonstrates the organizational values identified in Part I by providing specific examples.
* Part III - not required for nomination but will strengthen the case for your nominee to be Employee of the Month.

While Parts I and II describe a nominee successfully embodying one or all of the values that the FPA expects from each of its employees, Part III is an opportunity to acknowledge how the nominee goes above and beyond expectations in relation to the organizational values.

Please review the newly adopted FPA VALUES and the nomination examples listed below as guidelines to complete the attached nomination form.

**The Flood Protection Authority Values**

The Flood Protection Authority is working to become a values-driven organization. We do not merely encourage all members of the organization to support and promote the following organizational values; we **require** that they do so. Although there are a number of values that are important to the foundation of this organizational culture, certain values will serve as its cornerstone:

**THE VALUING AND APPRECIATION OF EMPLOYEES -** Employees have the right to work in an environment that affirms their fundamental dignity as human beings, protects them from abuse, embraces and promotes diversity, encourages and supports creativity and innovation, and expresses appreciation for a job well done.

**OPEN AND TRANSPARENT COMMUNICATION -** All Flood Protection Authority settings must be open environments where employees feel safe to communicate their thoughts, feelings, concerns, and professional opinions without fear of ridicule or retaliation. A safe and open environment allows for the exchange of honest and transparent communication, including productive conflict. This environment promotes and supports the belief that each employee is worthy of trust and will always be treated with respect, and advances the organization’s overall productivity in support of the mission.

**TEAMWORK -** Power resides within groups, not with the individual. Group leaders are empowered to empower others; but no person, regardless of position, has permission to treat others in an inappropriate or dictatorial manner. The Flood Protection Authority promotes a “win-win” thinking process that encourages the expression of many different viewpoints and rejects one-dimensional thinking, improving team cohesion and productivity by increasing an employee’s capacity to deal with varying viewpoints.

**PROFESSIONALISM -** All employees are required to deliver EXCELLENT quality service that assesses needs and satisfaction, evaluates service outcomes, and is the result of an ongoing process of teamwork and personal and professional enrichment.

**ACCOUNTABILITY -** Every employee at the Flood Protection Authority takes personal ownership of the mission and values, therefore, are all accountable – to the community, the team, and ourselves.

**CLEAR EXPECTATIONS -** Every individual is given the respect and consideration of direct and consistent communication by means of organizational policies and procedures, specific and measureable goals that are realistic, and regular supervision.

**MISSION FOCUS -** The Flood Protection Authority exemplifies organizational integrity by embracing the obligation to conduct all of its work with strict adherence to the highest ethical standards while maintaining clear focus on the mission.

**Nomination Examples**

* An employee suggestion that measurably improves a work process (THE VALUING AND APPRECIATION OF EMPLOYEES, OPEN AND TRANSPARENT COMMUNICATION, ACCOUNTABILITY)
* A creative solution to a significant problem (THE VALUING AND APPRECIATION OF EMPLOYEES, OPEN AND TRANSPARENT COMMUNICATION, ACCOUNTABILITY)
* Break-through effort that results in extraordinary innovation or improvement (THE VALUING AND APPRECIATION OF EMPLOYEES, OPEN AND TRANSPARENT COMMUNICATION, ACCOUNTABILITY)
* Participation in an inter-departmental project with successful outcomes (TEAMWORK, PROFESSIONALISM)
* Assisting a colleague, the agency, or the community beyond the call of duty (outside scope of normal duties) (TEAMWORK, PROFESSIONALISM, ACCOUNTABILITY)
* Advocating for a colleague, the agency, the community, or a specific cause related to carrying out FPA’s mission (TEAMWORK, PROFESSIONALISM, MISSION FOCUS)
* A demonstration of fiscal awareness resulting in additional revenue or expense reduction (OPEN AND TRANSPARENT COMMUNICATION, TEAMWORK, ACCOUNTABILITY, MISSION FOCUS)
* The prevention of major disaster (injury, infrastructure failure, legal liability, etc.) (TEAMWORK, MISSION FOCUS)

Please return completed nomination forms to Glenda Boudreaux by COB on the last day of the month for consideration for the next month’s selection process.

Thanks,

*FPA Executive Team*