

LOTT ALLIANCE EMPLOYEE RECOGNITION PROGRAM

**OFFICIAL NOMINATION FORM**

Any LOTT Alliance employee may nominate any other LOTT Alliance employee to receive recognition in one of the four categories listed below by submitting a completed official nomination form to the Recognition Committee by August 1 of each year. The Committee will review all nominations and will select a recipient within each category to be honored at the Annual Employee Appreciation Event. Honorees in each category will receive a \$50 gift card to a local restaurant.

Please check the box next to the award for which you are submitting this nomination and use page 2 to describe why this person should receive the award. Include specific examples of how this individual meets the criteria for the award. Be sure to sign the nomination form prior to submission.

**Commitment to Excellence**

- ✓ Exhibits technical expertise
- ✓ Seeks continuous improvement
- ✓ Good steward of rate-payer resources
- ✓ Commitment to mission
- ✓ Consistently surpasses expectations
- ✓ Shares information and competencies

**Innovation**

- ✓ Thinks “outside the box”
- ✓ Improves processes/procedures
- ✓ Views challenge as opportunity
- ✓ Finds and shares new methods/ideas
- ✓ Researches/studies issues/implications
- ✓ Seeks opportunities for improvement

**Leadership**

- ✓ Models behaviors and ethics
- ✓ Seeks and gains participation/input
- ✓ Communicates clearly/openly
- ✓ Encourages and motivates
- ✓ Supports and values coworkers
- ✓ Helps others grow and improve
- ✓ Seeks and finds solutions
- ✓ Achieves results

**Blooper of the Year** also known as the “*Oops, I Did It Again*” Award

If you or your workgroup has made an exceptional or entertaining mistake in the past year, this is your opportunity to be recognized. Describe the details of your amusing misadventure at work. Please use good judgment in deciding what events and details to include. If the winning entry recognizes a group, the group will earn a pizza party during lunch.

Nominee: \_\_\_\_\_  
print name

Submitted By: \_\_\_\_\_  
print name

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

LOTT ALLIANCE EMPLOYEE RECOGNITION PROGRAM  
OFFICIAL NOMINATION FORM FOR THE  
***JOHN DE YOUNG INSPIRATIONAL AWARD***

This annual award recognizes a single LOTT Alliance employee for significant contribution to creating and fostering a positive work environment for all LOTT employees. The recipient will be honored at a LOTT Board meeting and will be granted a day off with pay.

The award is named for John DeYoung, a long-tenured Budd Inlet Treatment Plant Operator who, through his positive nature and consistent and conscientious performance, was an inspiration to all who had the pleasure to work with him. Through the years, John worked quietly behind the scenes, without complaint no matter what difficult, dirty, and trying work was assigned to him. He was always willing to assist his coworkers and had a kind smile for everyone, even in the most challenging circumstances.

Any LOTT Alliance employee may nominate any other LOTT Alliance employee to receive this award by submitting a completed official nomination form to the Recognition Committee by August 1 of each year. Nominations will be reviewed by the Committee and a recipient to be honored at the Annual Employee Appreciation Event will be selected based on the following criteria:

- |                                      |  |
|--------------------------------------|--|
| ✓ Inspires team spirit               | ✓ Commitment to mission                |
| ✓ Exhibits high levels of competence | ✓ Always willing to help               |
| ✓ Positive attitude                  | ✓ Patient, compassionate               |
| ✓ Dedication                         | ✓ Honors and appreciates coworkers     |
| ✓ Enthusiasm                         | ✓ Consistent hard work and cooperation |
| ✓ Goes the extra mile                | ✓ Models work and interpersonal ethic  |

Nominee: \_\_\_\_\_  
print name

Please use page 2 to describe why this person should receive the John DeYoung Inspirational Award. Please include specific examples of how this individual inspires others and contributes to creating and supporting a positive, enjoyable, and productive work environment. Be sure to sign the nomination form prior to submission.

Submitted By: \_\_\_\_\_  
print name

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **"THANKS A LOTT" EMPLOYEE RECOGNITION PROGRAM NOMINATION FORM**

**Program Goal:** Recognize the outstanding work and achievements of LOTT Alliance employees.

**Eligibility:** Any LOTT Alliance employee may nominate any other LOTT Alliance employee, team, or workgroup to receive recognition.

**Frequency:** Awards of recognition will be presented at the quarterly All Staff Meetings. Each individual nominated will receive a certificate of appreciation and their name will be entered in the quarterly drawing for a \$25 gift card to Batdorf & Bronson or the Olympia Farmers' Market. At year's end, the Recognition Committee will select a single winner based on merit who will receive a \$100 gift card to a local restaurant.

**Nomination Procedure:** To nominate a coworker, complete the reverse side of this card and submit to the Recognition Committee using one of the "Thanks A LOTT" drop boxes.

Please describe how the individual or team exceeds expectations. In your written nomination, please include details of the employee's or group's outstanding contribution in one or more of the following areas: service, dedication, professionalism, compassion, cooperation, initiative, and ingenuity that help to foster an efficient, effective, and enjoyable high quality work environment for all LOTT Employees.

I would like to recognize: \_\_\_\_\_

For: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_