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**EMPLOYEE OF THE MONTH PROGRAM**

**Purpose:** To recognize DSP and DSP II’s who provide exceptional service to our individuals

**Winner:** Announced monthly

* Receives $75 Gift Card
* Certificate
* Will be honored on a plaque at the office
* Qualifies for consideration of Employee of the Year

**Criteria:** A minimum of 6-months of employment with Core Services.

* No unexcused absences, tardies, incomplete shifts, unplanned PTO (All PTO has been requested and approved in advance per policy) for the past 60 days
* No disciplinary action for 6-months
* Demonstrated performance in supporting individual quality of life and participation in the community
* Team player
* Must be approved by immediate supervisor prior to being named as employee of the month
* No delinquent training or delinquent RELIAS modules
* Consistent performance with completion and timeliness of documentation

**Nominations:** Accepted from any employee of Core Services

* Should be submitted by email to Susan Arwood or Nick Filarelli by the last day of the month.
* Winner will be chosen by management team