



City Stars!
An Employee of the Month Program
CityStars! NOMINATION

Nominator _____ Date: _____

Employed by: _____

Position of Employment: _____

It Gives Me Great Pleasure to Nominate _____

who work(s) for the City as _____

and who has been employed by the City for _____ years.

**I MAKE THIS NOMINATION BECAUSE THIS CANDIDATE OR TEAM
EXEMPLIFIES THE FOLLOWING CITY VALUES OF:**

RESPECT because this person or team values the thoughts, ideas and opinions of
co-workers and citizenry by: _____

OR

RESPONSIBILITY because this person or team demonstrates accountability to co-workers
and the community in solving problems by _____

OR

TEAMWORK because this person or team draws on the talents of everyone to achieve
excellence by _____

OR

COMMUNICATION because this person or team is open, effective, respectful and honest in dialogue with co-workers and citizenry by _____

OR

DIVERSITY because this candidate or team demonstrates a commitment to an inclusive workforce that celebrates the differences each worker brings to the workforce by _____

OR

LEADERSHIP because this person or team fosters a work environment which allows workers to grow and develop as leaders and make unique contributions to the pursuit of excellence by _____

OR

All six of the City VALUES because _____

PLEASE FEEL FREE TO USE ADDITIONAL SPACE IF YOU NEED MORE ROOM TO DESCRIBE WHY THIS CANDIDATE OR TEAM IS WORTHY OF A **CITY STARS!** AWARD.

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CityStars! Award Frequently Asked Questions

Q: What is a CityStars! Award?

A: CityStars! is an Employee of the Month program that recognizes stellar performance every month. Nominations should clearly describe a project or effort that shows how the City Values can be a driving force in the work of the City.

Q: Who can be nominated for City Stars! ?

A: ANY employee in good standing and active on the City payroll EXCEPT employees or appointees of City Council, Alexandria City Public Schools employees, temporary or seasonal workers and part-time staff of the Registrar of Voters.

Q: How can I nominate someone?

A: Fill out the Nomination Form that was sent to everyone last week. Or use the form on the CityNet. Nominations received by the 10th of each month are considered for the following month. Remember, CityStars! Awards will be made monthly.

Q: Can I nominate myself?

A: Sorry. No self nominations are accepted for this award.

Q: Can it be a group of people?

A: Absolutely. One person OR a team can be nominated.

Q: Does the candidate I am nominating need to show that their work meets all of the CITY VALUES or just one?

A: The work of the employee or team must demonstrate how the work mirrors ONE OR MORE of the CITY VALUES.

Q: What are the benefits of a CityStars! Award?

A: Recognition at a City Council meeting with a Proclamation from City Council, eight hours of Administrative leave good for a year, recognition on a CityStars! Plaque in the Vola Lawson Lobby in City Hall, and honorable mention in CityNews and on the CityNet. Your Department head may add other benefits too.

Q: How is the winner chosen?

A: The winner is chosen by a Peer Group of employees appointed by the City Manager. They will meet monthly to decide who should receive this award and make a final recommendation to the City Manager. All candidates for this award will also receive a letter of recognition to be sent to their Department Head and placed in their Personnel file.

Q: Can someone be nominated more than once?

A: Absolutely yes. There is no limit on the number of times an employee may be nominated.

Q: What is the deadline for a nomination?

A: Nominations must be received by the 10th of each month to be considered for the next month.

Q: Where do we send nominations for CityStars! ?

A: Please send your nominations to the Personnel Director (Box #52) who will forward them to the Peer Group.