

Macon's Finest

Macon County is known for our loyal, efficient and professional employees who provide valuable services to citizens of the County every day of the week. We must display our admiration to our competent, committed, and dedicated employees. An employee either behind a computer, road crew patching roads, or one chasing down a stray dog have the potential of being an exceptional employee.

There is A LOT more to county business than road and bridges and paying bills.

Purpose:

- Educate Macon County citizens of the county employee significant contributions to their quality of life – newspaper, web site, electronic bill board.
- Reward vs recognition.
- Recognition should be an investment NOT an expense.
- Employee recognition can improve morale, increased productivity and commitment while reducing stress, absenteeism, and turnover.
- Recognize during the journey rather than at their destination – let them know their contributions count.
- Saying thank you with honesty, being genuine and meaningful will produce a level of loyalty, commitment and positive momentum than no amount of bonus money can buy.
- "Genuine recognition of performance is something people really appreciate. People really don't work for money. They go to work for it, but once the salary has been established, their concern is appreciation. Recognize their contribution publicly and noisily, but don't demean them by applying a price tag to everything." *Phillip B. Crosby, Quality is Free*

Macon's Finest is intended to honor Macon County's most deserving employee during the preceding twelve months, November through October, ending the last day of October. Nominations will be submitted by department heads and fellow employees during the last two weeks of October, no later than the last day of October.

The Awards Committee

- a) Will comprise of four non-county employees, each commissioner from districts 1 through 4 having a four year appointment.
- b) The committee will be personally notified of the annual Awards Committee meeting date, hour, and location by the Personnel Director no later than the middle of October.
- c) A quorum will exist with three members.
- d) All submitted documents will be reviewed to choose the most deserving candidate without any solicitation of additional information or contact with county employees. The name of the selected employee will only told to the Chairman upon the completion of its assignment.

Responsibilities.

County Commission Chairman

- a) Will promote and encourage department heads and employees to actively participate in **Macon's Finest** by nominating a deserving employee.
- b) Will ensure the widest notification of this award process and honorees but not limited to local newspaper, county's official web site, and a professional head shot portrait for the lobby.
- c) Official recognition ceremony will be held during each of the last Commissioners' meeting of the year.

Department Heads and Employees

- a) Nominate a deserving employee using Macon's Finest nomination form during the last two weeks of October and no later than the end of October.
- b) The nomination form will be delivered to the Personnel Director in a sealed envelope during the last two weeks of October and by the end of October. At which time the Personnel Director will review the form to ensure it's completeness. Nominations received after the last day of October will be retained by the Personnel Director and not considered for subsequent years. A yearly submission of a new nomination form is required.

Personnel Director

- a) Will maintain a current check off list per nominee for all steps to ensure the process is consistent and uniform throughout all years.
- b) Will search among local vendors for a donation of an appropriate and identical award, preferably on a 5 year basis.
- c) Will search and secure a financial or in-kind donation for a color portrait of the honorees to be proudly displayed in the court house lobby until another cycle is completed and replaced with another honored employee's photograph.
- d) Will personally notify **Macon's Finest** committee members by mid October of the date, time, and location where the committee will meet.

- e) Will ensure Macon County's personnel manual is current with intent and specifics of **Macon's Finest**.
- f) Will retain and properly dispose of nominee packages in accordance with county and state requirements.

Procedures:

- a) The Personnel Director will ensure a notification containing program specifics and an electronic version of the nomination process and form is sent to all employees mid year, as a reminder, in addition to and during the first week of October soliciting a nominee from each department.
- b) Nomination forms will be delivered to the Personnel Director during the last two weeks of October and no later than the last day of October in a sealed envelope. Beyond October 31 of each year the form will be retained by the Personnel Director and not be eligible for automatic re-submission. A new form being required for each year.
- c) No department may have more than one candidate per selection period.
- d) The Personnel Director will ensure each nomination form has an attached check list and the form and list is complete .
- e) **Macon's Finest** committee, with at least three of the four members, will convene and receive and review all completed nomination forms to select most qualified nominee and delivering all nominee packages and their selection to Chairman of the County Commission the same day.
- f) The Chairman will then ensure the selected employee is properly honored.
- g) The honored employee will be asked to attend December's County Commission meeting to be so recognized.