

DCEA Employees of the Year Nominations and Rules

Douglas-Cherokee requests your assistance in recognizing our outstanding DCEA employees.

The awards will be given to the employees who have best displayed outstanding service to their clients, program and the Agency through their exemplary work as defined by one or more of the items below. Consideration will also be given to attitude, initiative, exceptional work ethic, their relationship with clients and fellow employees, and the ability to relate to the mission of the Agency.

Any full or part-time employee (except the Executive Director) is eligible to **nominate** a person for an award or to **receive** an award. You may not nominate yourself or a family member. No nominations made anonymously will be accepted.

The winners will be chosen by a committee made up of DCEA employees. The winners will be recognized at the first of August, individually, and will be recognized through video and social media. They will also receive an award.

Five outstanding employees may receive awards. Three employees may receive awards as DCEA Employees of the Year and two employees may receive the DCEA Rookie of the Year award. In the event insufficient nominations are received, the Committee reserves the right to determine the number of awards to be given each year.

Rookie of the Year will be awarded to an outstanding new full or part time employee. This person must have been hired by the Agency during the previous Agency fiscal year (7/1/2021 – 6/30/2022) and should exhibit outstanding job performance and a positive attitude. If the nominee was hired as a sub, temporary or emergency hire, the hire date will be determined by the full or part time hire date.

To nominate an employee, complete the [Employee Nomination Form](#) Please submit a narrative, a paragraph or two no longer than one page, describing how the nominee meets one or more of the following criteria:

- Demonstrates job performance above and beyond the call of duty
- Exhibits a positive attitude and image of the Agency
- Shows outstanding support of Agency program(s)
- Performed a single noteworthy act

Your nominations must be received by Friday, August 19, 2022, to be considered for awards.

**DCEA OUTSTANDING EMPLOYEE
NOMINATION FORM**

Name of Employee being nominated

Program Job Title

Work Location Work Phone Number

Type of Nomination:
(check one)

Employee of the Year

Rookie of the Year

Name of person making nomination

Program Job Title

Work Location Work Phone Number

Please write a narrative no longer than one page describing why the nominee should receive the award. Refer to the award criteria described on the Nominations and Rules page. You may use a separate sheet to write out your narrative and attach to this form.

**Email or Print and return to:
Amanda White, Director of Human Resources, DCEA, 534 E 1st N St. Morristown, TN 37814
Email: awhite@douglascherokee.org or Fax: 423-200-5101**

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