



Mariposa County
BRAVO! You Make a Difference Award
STAFF THANK-YOU AND RECOGNITION (STAR) PROGRAM
Nomination Form
(To be used for Time Off, Small Gifts and Public Recognition)

Mariposa County's BRAVO! Award Program is designed to motivate, recognize, and reward exemplary performance that supports the County's overall organizational goals. Recognition is an effective method for motivating employees by endorsing their high quality performance in highly visible programs and ceremonies, and helps employees identify which skills and behaviors are of priority value to Mariposa County.

The BRAVO! Program is funded by the County of Mariposa and awards under the Program will be made based on budgeted and available funding each fiscal year.

INSTRUCTIONS:

- Complete this BRAVO! You Make a Difference Awards Nomination Form and provide detailed, factual information about what makes the nominee or work unit outstanding along with an explanation of how the nominee meets the ideal(s) identified in the STAR AWARDS PROGRAM section of the BRAVO! Award Program Guidelines.
- If you nominate a work unit, you must include the names of all members of the team that you nominate, including their Department.
- Please be as specific as possible in describing the reasons for your nomination of the employee. Providing examples enables the Employee BRAVO! Program Committee (EBPC) to better understand and prioritize all entries. Additional pages may be attached.
- Submit ORIGINAL entries only. Entries with duplicate wording will be considered as one entry.
- Submit the completed form and any supporting documentation (charts, graphs, printouts, etc.) to:
Employee BRAVO! Program Committee (EBPC)
Mariposa County
C/O Human Resources Department
P.O. Box 1917
Mariposa, CA 95338

STAR AWARD PROGRAM

This Program recognizes and rewards exemplary individuals or groups of employees who demonstrate:

- **Outstanding Performance Review**—employee who has: 1) reached the top of his or her salary step, and 2) who demonstrates superior performance that positively impacts departmental efficiencies and productivity.
- **Customer Service**—employee or work unit demonstrates a high level of service to the public by displaying tact and diplomacy in dealing with difficult situations or taking the extra step to achieve customer satisfaction.
- **Safety**—employee or work unit demonstrates a high and consistent level of safety awareness and practice or develops an idea that creates a safer work environment.
- **“Can Do” Attitude**—employee or work unit works responsively with other employees, volunteers, appointed or elected officials, or members of the community; looks for solutions to problems that help other County employees do their jobs more efficiently; shares information, ideas and resources with fellow employees.

Nominee’s Name: _____

Nominee’s Department: _____

Work Unit/Team: _____

Date Nominated: _____

Nomination Justification: (Please be as specific and thorough as possible and attach additional pages if necessary.)

Nominator:

Signature

Date

Printed Name

Employee BRAVO! Program Committee: (For Time Off)

Designee Signature

Date

Printed Name

(For Gifts):

Human Resources Director Signature

Date

Auditor Signature

Date