



Employee of The Month Program Guidelines

Purpose:

Each month, we will recognize several ESS employees in acknowledgement of their exemplary performance and attitude. We will honor those who embody our standard for excellence and whose efforts have inspired and supported the achievement of others.

Employee Qualifications:

All daily, long-term, and building-based substitutes, as well as permanent employees who work within an ESS partner school district are eligible for this award. Corporate employees of ESS are not eligible. To qualify, the employee must:

- Show commitment to quality
- Go above and beyond job responsibilities
- Serve as a role model to others
- Demonstrate a positive attitude toward job responsibilities, co-workers, and students
- Work at least four days per month
- Have no pending disciplinary action

Nomination Process:

All nominations must be submitted through our [web form](http://Recognition.ESS.com) (Recognition.ESS.com) by the last day of the month to be considered for that month's award. By submitting the form, you authorize ESS to use the information provided in relevant company communications and materials, including but not limited to our newsletter, blog, and social media. Your contact information is collected for internal purposes only and will not be shared.

Award:

Employee of the month honorees will be recognized on the ESS blog and social media pages. Each selected winner will receive a certificate of recognition, an ESS thermos, and an American Express gift card.

Furthermore, all employee of the month nominees will automatically be considered for our annual Impact Award (employee of the year program).

Contact Information:

If you have any questions regarding our Employee of the Month Program, please email EmployeeMonth@ESS.com.