

The Yolo Way

*Making a difference
by enhancing the quality of life
in our community.*



SERVICE



PERFORMANCE



INTEGRITY



RESPONSIBILITY



INNOVATION



TEAMWORK

Yolo County S.P.I.R.I.T. Awards

RECOGNIZE EMPLOYEES WHO EXEMPLIFY THE CORE VALUES OF YOLO COUNTY!

ABOUT THE S.P.I.R.I.T. AWARDS

The Yolo County S.P.I.R.I.T. Awards were established in 2008, giving employees the opportunity to recognize individuals throughout our organization who represent the best of the best in their demonstration of our core values; Service, Performance, Integrity, Responsibility, Innovation, and Teamwork. Since that time, this annual award program has retained the unique aspect of being recognition for employees, by employees.

Continuing this year, we are once again inviting you to recognize and celebrate the contributions of fellow Yolo County employees by participating in the 2022 S.P.I.R.I.T. Awards nomination cycle.

THE NOMINATION PERIOD IS OPEN NOW THROUGH OCTOBER 31, 2022.

Send in your nominations! Remember, the last day to submit your nomination will be on October 31, 2022 at 5:00 pm. Awards will be announced at the December 6, 2022 Board of Supervisors meeting.

HOW WE MAKE A DIFFERENCE

As Yolo County employees, we recognize this is a great place to live and work. We are committed to doing right by others through public service and maintaining the trust of our residents and peers. Together, we will continue to foster a healthy, supportive and professional environment, striving always for excellence.

S.P.I.R.I.T. AWARD NOMINATION CATEGORIES- OUR CORE VALUES

SERVICE An employee nominated in this category is one who exemplifies treating the customer at all times with respect and dignity, who listens to the customer’s needs with care and empathy, and who takes responsibility for responding to the customer’s concerns by solving the problem either by his or her own efforts or through the efforts of others. This employee makes certain that the best available assistance is provided to the client/customer/consumer. This employee consistently demonstrates that the customer is first.

PERFORMANCE An employee nominated in this category is one who constantly develops and expands his or her technical competence and knowledge and who applies that professional attitude to anticipating problems and maximizing resources. This employee embraces challenges and opportunities and demonstrates the pride of ownership in the work that he or she does for the County. This employee excels in meeting the full range of his or her job responsibilities.

INTEGRITY An employee nominated in this category is one who never promises more than he or she can deliver and never fails to deliver on a promise. This is the employee who “walks the walk” and inspires others to believe in and to honestly fulfill the obligations to our community that come with being a public employee. This employee maintains confidentiality and encourages respectful treatment of clients, co- workers, and of the community’s resources. This employee sets a standard for fairness and equality in the workplace and inspires others to meet that standard.

RESPONSIBILITY An employee nominated in this category is one who views himself or herself as personally accountable for delivering on the mission of the County. This employee knows that his or her work reflects on the work of others and on the reputation of the County as a whole. This employee never fails to accept an assignment graciously and to accomplish it effectively and efficiently. This employee’s work is consistently accurate and complete. This employee believes that every job is a job worth doing well and will be among the first to volunteer to make sure that the job gets done.

INNOVATION An employee nominated in this category is one who thinks outside of the box but does not live there. This employee knows that there is more than one solution to a problem and will seek and share the best solution. This employee is a dedicated listener and a resourceful contributor and is not limited in his or her thinking by the way things have always been done. This employee encourages creativity in others and challenges patterns of thinking in a supportive and enthusiastic manner. This employee is always raising the bar for himself or herself as well as for others by looking for more effective ways for work to be accomplished.

TEAMWORK A group nominated in this category is one that brings energy, commitment, and organization to any assignment. This group believes that collaborative efforts are beneficial to the organization and seeks to facilitate cooperation through open dialogue on issues large and small. Members of this group motivate others to share ideas, practices, and to participate in opportunities for improvement in the delivery of services throughout the County. Members are candid and are solicitous and considerate of the contributions of others. Members do not hesitate to lead yet are also willing to follow, sharing responsibility for the progress of the group toward the defined goal. [NOTE: *To be included in the group for the Teamwork*

nomination, the employee must have been a contributing participant to the group for at least the previous year or for the full time that the group has been active, if less than one year.]

S.P.I.R.I.T. AWARD NOMINATION PROCESS

1. Using the nomination form, select from among the above categories the one that most closely corresponds to the attributes of your nominee. Remember, nominees must be permanent employees of Yolo County in order to be eligible for a S.P.I.R.I.T. Award and only permanent employees may submit nominations. *[NOTE: Extra help and probationary employees are not permanent employees so may not nominate or be nominated for these awards.]*
2. Only one category may be used for each nomination. If you are nominating an employee in more than one category, a separate nomination form must be used for each category.
3. Answer the questions in as much detail as possible. All questions must be answered for the nomination to be complete. You may attach additional pages, as necessary. Nominations will be considered based on the information provided, although subsequent interviews may be conducted by the selection panel. The period of time to be considered for nominations is July 2021 through June 2022.
4. Please type or print your nomination and be sure to include your name and contact information. If you are nominating a team, please make sure you type in all the names of the employees who are part of the team.
5. Complete the nomination form and submit via email to Yolo County Human Resources hr@yolocounty.org, **no later than 5:00 pm on October 31, 2022**. Nominations received after that time will not be considered.
6. All nominations will be reviewed by a panel of previous S.P.I.R.I.T. Award winners.
7. Winners of the 2022 S.P.I.R.I.T. Awards will be honored in a special recognition at the Board of Supervisors meeting on December 6, 2022.

S.P.I.R.I.T. AWARD NOMINATION FORM

NOMINEE NAME: _____ DEPARTMENT: _____

YOUR NAME: _____ YOUR PHONE: _____

CORE VALUE DEMONSTRATED: _____

INSTRUCTIONS: *Please refer to the "Nomination Process" before completing this form. Answer all questions and make sure to include as much detail as possible. Use specific illustrations or examples or events, not general statements. Winners will be selected based primarily on the quality of the written nomination. **Attach additional sheets if necessary.***

- 1) Describe how your nominee has demonstrated the core value for which they are being nominated. Please use specific illustrations, examples, or events.

2) How has this nominee's contribution helped the department and/or the County to achieve its goals?

3) In what unique ways has this nominee advanced Yolo County's reputation in the community?

SUBMIT THIS FORM VIA EMAIL TO YOLO COUNTY HUMAN RESOURCES
HR@YOLOCOUNTY.ORG NO LATER THAN 5:00 PM ON OCTOBER 31, 2022