

Outstanding PAA Employee Award

Nomination Process

All PAA employees have a right to nominate a coworker for the award.

All full and part time PAA employees (excluding the Executive Director, Director of Finance, Director of Operations, Program Directors/Supervisors) are eligible to be nominated. Once awarded, the PAA employees are to be excluded from the nomination process for the next three years.

The nomination form (which is available on the shared drive) needs to be filled out and dropped off at the designated location. The form asks for some narrative supporting the nomination in the four areas which are the key characteristics of the **Outstanding PAA Employee**. Those are: COMPASSIONATE, COOPERATIVE (TEAM WORK), RESPONSIBLE AND RELIABLE, and CREATIVE. The nomination form can be submitted anonymously. Please note that no handwritten responses will be accepted.

The forms are collected by the set deadline and are being reviewed by the Award Committee consisting of a representation of employees from all departments * and Director of Operations as a group facilitator. The Executive Director will be ad hoc member of the Committee. If a member of the Committee becomes nominated, he/she is excused from the decision making process. The Committee picks up to 2 staff members annually for the **Outstanding PAA Employee Award**. The respective supervisor and the Executive Director are asked for an approval of a nomination before it is finalized.

The awards are presented by the ED at the time of the annual meeting or other designated staff gathering . The awarded employees receive a commemorative plaque and a monetary award of \$500 (subject to all applicable taxes). There is a note about the employees with a picture published in the monthly staff newsletter and also on the PAA website.

* The Award Committee members can be rotated from year to year while making sure that all departments are represented.