

New Proposed Policy

Employee Recognition and Incentive Program: Employee of the Quarter

Purpose: The Employee of the Quarter program aims to recognize outstanding performance and dedication among Atascosa County employees. Through this program, department heads and elected officials can nominate exemplary employees for quarterly recognition.

Nomination Process:

- Department heads or elected officials may email the County Judge at CountyJudge@co.atascosa.tx.us to submit their nomination and provide reasons why the employee should be considered for recognition.
- Elected officials do not qualify for recognition but may nominate department heads.
- Nominations should be submitted by the designated deadline each quarter.

Selection Process:

- At the end of each quarter, the Policy and Procedure Committee will review all nominations.
- The Committee will then select an employee to present to the Commissioner's Court for approval.

Selection Criteria:

- Nominations should highlight exceptional performance, dedication, teamwork, and contributions to the department and the county.
- The Committee will evaluate nominations based on the provided criteria and make a recommendation to the Commissioner's Court.

Recognition:

- The Employee of the Quarter will be announced and recognized at the second Commissioner's Court meeting following the end of each quarter.
- Recognition may include a certificate, public acknowledgment, and other forms of appreciation.

Incentives:

- The Employee of the Quarter will be granted 8 hours of administrative leave to be utilized within the quarter following their recognition.

Leave Utilization:

- Employees must adhere to county policies when utilizing paid administrative leave.
- Prior approval from the department head or supervisor is required for the utilization of leave.
- Employees must ensure that operations and staffing in their offices will ensure normal operations during their absence.

Responsibilities of Department Heads and Elected Officials:

- Department heads and elected officials are responsible for submitting timely nominations to the County Judge and ensuring the accuracy of the information provided.
- They must also support and encourage employee participation in the program.

Quarterly Employee of the Quarter Schedule for 2025

(Dates are subject to change)

- **Q1 Recognition:**
 - **Nomination Deadline:** March 3, 2025
 - **Commissioner's Court Meeting:** March 24, 2025
- **Q2 Recognition:**
 - **Nomination Deadline:** June 2, 2025
 - **Commissioner's Court Meeting:** June 23, 2025
- **Q3 Recognition:**
 - **Nomination Deadline:** September 1, 2025
 - **Commissioner's Court Meeting:** September 22, 2025
- **Q4 Recognition:**
 - **Nomination Deadline:** December 1, 2025
 - **Commissioner's Court Meeting:** December 22, 2025