

CRITERIA FOR THE SELECTION OF EMPLOYEE AWARD QUARTERLY

1.0 Introduction

As directed by management the nomination for quarterly award for employees shall be submitted by close of the last week of each quarter. Nomination forms may be submitted by a Director or Deputy Director with endorsement. Any other Officer sent to submit the forms must be recorded on the Nomination form other than the nominee's immediate supervisor.

An employee satisfaction can be achieved by promoting awards such as the employee of a particular quarter award to generate healthy competition and motivation amongst them. Such award programs encourage employees to enhance their performance and work effectively.

This Office **Best Worker Award** is awarded quarterly to **one employee who demonstrated a high level of job performance, integrity and adherence to the OHCS/Civil Service mission/vision and values amongst others.**

2.0 Criteria

The following criteria shall be used in the selection of an Employee for quarterly awards;

- a. **Professionalism** - Shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.
- b. **Job Performance** – Employee consistently goes beyond what is required to deliver a particular job.
- c. **Commitment** – Dedicated and dependable on all assigned duties
- d. **Punctuality** – Employee must be in good standing with maintaining Human Resource policy on time and regular to work.
- e. **Leadership** – Employee must be able to inspire and motivate other colleagues within the directorate/Unit on work areas or any assigned task. He /she must be proactive and empower other to accomplish the objectives of the directorate.
- f. **Creativity/Initiative** – Employee generates or proffer ideas, alternatives, or possibilities that are useful in solving problems or thinks on his/her feet to devise solutions to problems
- g. **Teamwork** – Solicits inputs by genuinely valuing others ideas and expertise; and willing to work with /from others
- h. **Positive Attitude** – Employee must display OHCS values of respect, compassion, dignity and fairness to complete assigned tasks.
- i. **Integrity** – Employee demonstrates the values of the Civil Service in daily activities and behaviors.
- j. Staff should have exceptional achievement of target/objectives set for the period.

3.0 Eligibility of Nominations

Nominee must meet the following requirements:

- All Deputy Directors/analogous grades and below who demonstrated the criteria **in section 2.0** will be eligible for the quarterly award.

- **Work Status:** Employees must complete their probation periods and serve the minimum year of three (3) years on the job.
- **Inclusion:** Nominee must demonstrate about 70% score / a maximum of 8 marks on each of the competencies stipulated in section 2.0 and no employee can receive award for 2 consecutive quarters within a year.
- **Performance:** Employee must not have any poor performance records/SPAR spanning back within the previous / past two (2) years. Employee must not have any disciplinary track records within the last 2 years.

4.0 Assessment Criteria/ Procedure for Employee of the Quarter

The assessment process for the endorsement of nominations is proposed as follows:

- i. Criteria and approved nomination form will be posted on the OHCS website and noticeboard at the beginning of each quarter and link on the home page directly to forms/downloads.

Or

The Director F&A shall requests for nominations on behalf of management every second month of the quarters.

- ii. Completed forms will be submitted to the Director, F&A with a forwarding memo and softcopy via email.
- iii. Nomination will be logged and referred/submitted to the Director, F&A for clearance to ensure the criteria for the employee nomination are met.
- iv. Nominations shall be closed strictly based on deadline for submission
- v. Management shall constitute a 3-member Awards evaluation committee headed by the Director F&A and shall report to the Chief Director, OHCS. The F&A Directorate shall provide administrative support to the secretariat
- vi. Final selection of the awardee will be determined by a majority vote of the Award Committee. The Chief Director will make the final selection for the quarter based on the submitted recommendations from evaluation committee.
- vii. To ensure anonymity the facilitator (Chief Director) will remove all identifiers from the nomination form prior to submission to the Head of Civil Service.
 - In situations where there was no nomination for a given quarter, the evaluation committee then refer to Staff not selected as award winners but eligible can be reconsidered for two (2) quarters from the date of initial application.
- viii. Qualified nominees for award shall be noted in writing by the Chief Director /Director F&A prior each quarterly staff Durbar

5.0 Proposed Awards

The Awards evaluation committee shall proposed awards for management consideration

OR

We propose the following Awards or Prizes for successful Employees for quarterly Awards

- A. Citation and Gift Card
- B. Cash prize of ₱500 and Gift Card

6.0 Presentation of Awards

- The award winner will be recognized by the Head of Civil Service at a Staff durbar/Office of the Head of Civil Service.
- The award winner will be featured in the OHCS newsletter/website/facebook/Twitter
- Picture of awardee on Notice Board with a congratulation/motivation message to staff.

Appendix: OHCS PROFILE

A. MANDATE

The OHCS is mandated to formulate Human Resource and Organizational Development policies and guidelines for the Civil Service and the following are the legal frameworks:

- i. 1992 Constitution of the Republic of Ghana
- ii. The Civil Service Act 1993, PNDC Law 327
- iii. The Civil Service Interim Regulations (1960) LI.4

b. Vision

“A client-oriented organization providing world-class services and policy advice and services”.

c. Mission

The OHCS exists as a central management agency to deliver result-oriented, knowledge-driven services in the area of human resources management and organizational development to delight our stakeholders to attain their goals by attracting, developing, deploying and retaining high caliber personnel in a positive work environment within the challenges of a developing middle-income country.

d. Core Values

The following core values of the Civil Service serve as a guide for the successful implementation of the mission and vision of the Office of the Head of Civil Service:

- *Professionalism*

The Civil Service is committed to the pursuit of excellence and the highest professional standards in all aspects of its work. It maintains a pool of knowledgeable and highly competent Officers whose continued professional and personal development are ensured through challenging operation/ assignments, training and development, and reward for initiative and hard work.

- *Integrity*

The Civil Service conducts business in an open, candid, and ethical manner. Staff members are trained to be honest about mistakes and take prompt action to correct them.

- *Accountability*

The Civil Service is acutely conscious of its responsibility to all its stakeholders. It uses resources most effectively to ensure value for money.

- ***Impartiality/Neutrality***

The Civil Service is non-partisan. It serves the government of the day. The merit principle forms the basis for carrying out its public businesses. This ensures that no particular persons are discriminated against.

- ***Client Sensitivity***

The Civil Service is responsive to all its clients in ensuring that its services are available, of good quality, cost-effective, and timely.

The above has been the guiding principle of the OHCS. This Office has over the years ensured that the Civil Service continues to play the critical role of stabilizing the nation during political transitions and as the permanent government institution holds the fort until the incoming political administration takes