



## Team Recognition Policy 3.20

Board Approval Date: 12-13-1994

Supersedes Policy Dated:

### **Policy**

Winona County supports and encourages teamwork. Teams demonstrating a commitment to improving the quality of service in accordance with the mission of Winona County government shall be recognized on an annual basis.

### **Team Defined**

A team shall consist of two or more Winona County co-workers. A team can include additional members other than the Winona County co-workers.

### **Nominations**

Nominations shall be made by completing the Nomination Form (Appendix A).

Teams may be nominated by anyone other than the immediate supervisor(s) of the team members or team members themselves.

Nomination forms must be signed but will remain confidential.

Nominations may be submitted throughout the year, but must be submitted no later than November 1<sup>st</sup> in order to receive recognition during the first quarter of the following year.

Once nominated, team members will be asked to complete a Team Recognition Response Questionnaire (Appendix B). The information provided on this form will assist the selection committee in determining the team (s) to be recognized.

### **Selection Process**

One or more teams may be selected annually.

A selection committee consisting of three to six individuals, appointed by the County Administrator, shall review the nominations and select the team (s) to be recognized on an annual basis.

### **Recognition Criteria**

The following list of criteria is extensive. Teams will be evaluated on how well they utilize these principles in an overall fashion. It is not necessary for a team to meet all of these criteria, as they might not all be applicable in every case.



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### Leadership

The team has demonstrated clearly how their work or project relates to the overall mission and values of Winona County government.

The team has demonstrated how their work or project is integrated into the day to day leadership and management of the County and its organizational units.

The team has demonstrated how it has integrated its work into the external community.

### Information and Analysis

The team has provided a description of the scope and type of data used for the planning, management and evaluation of the project.

The team has provided clear indicators as to how they will evaluate the desired outcome of their project.

### Strategic Planning

The team has developed a clear process for ongoing planning and can describe how it will be integrated into the short term and long term planning of the County.

### Human Resources

The team has clearly described its strategies for the involvement, effectiveness and increased productivity of all affected employees.

The team has identified key areas for additional training and personal development, if warranted.

### Results

The team has a clear means of evaluating and identifying the improvement trends they hope to achieve through their work or project.

### Customer Satisfaction

The team has described the process for identifying current and future customers that will be affected and how the customers' needs and expectations will be communicated.

The team has described how feedback will be gathered from customers and how this will be used in future planning and evaluation of the work or project.

### **The Recognition**

Selected teams shall be recognized on an annual basis during the first quarter of each year in conjunction with the employee recognition coffee.



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A plaque shall be on display at the courthouse which shall list the names of the team members recognized each year.

Each team member shall receive a certificate signed by the Winona County Board Chair.

*\*Nothing in this policy shall preclude an individual being honored by fellow employees. A program patterned after the City of Winona program may be developed by employees for employees. A copy of that policy is on file in the office of the County Administrator.*

Appendix A

**Winona County Team Recognition  
Nomination Form**

Team Name:

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Team Leader or Contact: \_\_\_\_\_

County Department/Address: \_\_\_\_\_

Name of Person Submitting Nomination: \_\_\_\_\_

Team Members Being Nominated: \_\_\_\_\_

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Please provide a description of the improvement in the quality of service that occurred as a result of the Team's effort and any additional comments or evidence that supports the nomination. This description will be made available to the team you nominate. (Please use the back of the form if additional space is needed).

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Please submit completed forms to the County Administrator's Office, 5<sup>th</sup> Floor, Courthouse. Nomination Forms must be received by November 1 to be considered for the Annual Recognition Coffee.

## Appendix B

### **Winona County Team Recognition Team Nomination Response Questionnaire**

Congratulations! Your team has been nominated to be recognized for your improvements to the quality of service provided by Winona County.

The Annual Winona County Team Recognition Award is designed to recognize outstanding work or project teams within Winona County that demonstrate a commitment to improving the quality of service in accordance with the mission of Winona County Government. In order for the selection committee to have a better understanding of your team's project or efforts, we are asking that you take a few minutes to answer these questions about your team. To assist you in completing this questionnaire, the nomination is attached.

1. Briefly describe the aim or mission of your project or efforts. How did you decide to pursue this effort? How do you feel it fits into the overall mission of Winona County?
2. What kind of results have you observed as an outcome of your project? Do you believe that there are other departments, or work groups that could benefit from what you/your team have learned? Please give some examples if appropriate.
3. How did you get the key people and other resources involved in your project? Will the team or work group continue as a part of the ongoing delivery of services in Winona County? Why or why not?
4. How will your team get feedback about the results obtained if your project will be ongoing?
5. Please feel free to include any other information that you feel is important or something you have learned as a result of this project.

Please return this completed questionnaire to the County Administrator's Office within 2 weeks.