

County of Riverside's

# Employee Recognition Program



# County of Riverside Employee Recognition Program (CERP)

The County of Riverside values its employees as its most important asset.

Our ability to provide exceptional service and support to our communities and customers is only possible because of the outstanding work of our employees, leaders, and teams. To demonstrate our commitment and to align with County goals and values, we have created a *Countywide Employee Recognition Program*. This program recognizes and rewards exceptional achievements made by employees in the following categories:

- Innovation
- Stellar Customer Service
- Essence of Leadership
- Lean Improvements
- Exceptional Results through Teamwork



## How Does This Work?

1. In June, each department will nominate 1 candidate per category.
2. ACEOs will choose 1 winner per category for their portfolio. They may select a committee to assist them with picking the final winner for each category from the 5 nominations from the departments for the specified portfolio.
3. Each portfolio will submit their 5 category winners and submit them to a committee for County-level consideration.
4. The County will have 1 winner per category, for a total of 5 winners.
5. The ACEOs and committee will have July and August to decide the winners. Winners will receive recognition at a September Board Meeting.
6. Nominations will be made online, and L&OD will help ACEOs as needed throughout the process.

## Step 1

Department identifies 5 nominations  
*(one per category)*

## Step 2

Submit to ACEO/  
CFO/CAO  
*(June of each year)*

## Step 3

ACEO/CFO/CAO selects one winner for each of the 5 categories  
*(July)*

## Step 4

Portfolio submits their 5 nominations to CERP committee  
*(end of July)*

## Step 5

CERP Committee selects overall County winner for each category  
*(August)*

## Step 6

Winners are recognized at Board Meeting  
*(September)*



# Program Process Flowchart