

# County of Riverside Employee Recognition Program (CERP): General Yearly Program Timeline

## **Step 1:**

Each Department submits their five nominations in June of each year (one nomination per program category).

## **Step 2:**

All Departmental nominations are compiled and submitted to the applicable ACEO, CFO, or CAO. (End of June each year)

## **Step 3:**

The applicable ACEO, CFO, or CAO reviews all Departmental nominations for their assigned portfolio and from them, selects one winner for each of the five categories. These selected employees are “Portfolio winners.” (July of each year)

## **Step 4:**

Portfolio winners are then submitted to the CERP Committee for Countywide award consideration.

## **Step 5:**

The CERP Committee selects the five overall Countywide winners for the year. (August of each year)

## **Step 6:**

The five Countywide winners are recognized at a Board of Supervisors meeting in September.

