



GEMINI TECH SERVICES, LLC

Employee of the Year Program

Program Objective: Recognize Superior sustained performance

Award Period: 12 months (annual) Jan - Dec

Number of awards: 1

Recognition: \$250 (company check/less taxes), a company jacket, a certificate that will be presented at your location, and a surprise gift to the awardee. In addition, \$250 check will be sent to a charity of your choice (the charity must be a recognized non-profit charity that is non-political and non-controversial). A good guide would be to look at United Way and those non-profits recognized by United Way. As this is a company program that is voluntary and not mandated final decision on selected charity rests with Gemini Tech Services ownership.

Areas that will be factored into the award:

- a. Attendance (cannot have more than 3 LWOP absences during the award period)
- b. Self-improvement efforts (such as formal classes, pursuit of higher education, certifications, etc):
- c. ICE cards or other positive customer recognition
- d. Attitude (must be positive and upbeat; no negative entries)
- e. Adherence to company policies (zero deviation)
- f. Support of company initiatives (positive and supportive and document how)
- g. Contribution to the customer and company missions (document how)

The above areas will be rated at 100 Points. The distribution of points is allocated based on the below distribution:

- a. Attendance (during award period): perfect NO LWOP = 25 points; 1-3 LWOP = 15 points
- b. Self-Improvement: 10 points (10 points for certification or degree awarded in the award period; 5 points for documented attendance in formal, informal or certification granting program during the award period)
- c. ICE cards or positive customer recognition: 1 point for each documented ICE card or customer kudo received during the award period
- d. Attitude: up to 10 points (per recommendation of nominating manager or supervisor)
- e. Adherence to company policy: Zero Deviation = 10 points

Gemini Tech Services, LLC.

1500 N Main St Suite 131 Fort Worth TX 76164 / 1.240.778.3983(T) / www.geminitechservices.com
Certified Economical Disadvantage Woman Owned /Minority Owned Small Business



GEMINI TECH SERVICES, LLC

- f. Support of company initiatives: documented and justified in the nominating narrative: up to 15 points

- g. Contribution to the customer and company mission: documented and justified in the nominating narrative: up to 15 points

Total possible points accumulated: 85 plus Item c above points.

General guidance:

This program is limited to direct bill hourly employees. Management, Supervisors and Corporate Office personnel are NOT eligible for this award program. Direct bill (hourly) employees must be employed by Gemini at the time the award is made and also must have been employed by Gemini a minimum of 270 days (9 months) in the award period.

Process: Nominations from manager / management or customer (s) are required. A nomination form (attached) is provided (and available on our web site employee and customer portal page or by requesting one from the corporate office at gts2hr@yahoo.com).

Schedule:

Call for Nominations: Nov 6, 2017
Submittal of Nomination Packages: Dec 4, 2017
Award Decision and Notification: Dec 11, 2017
Presentation at the site: Dec 19, 2017



GEMINI TECH SERVICES, LLC

Employee of the Year – Nomination

Employee Name: _____

Employee Work Location: _____

Program Supported: _____

Nominating Manager/Supervisor/Customer: _____

Point Assignments

Attendance: perfect NO LWOP = 25 points; 1-3 LWOP = 15 points

POINTS AWARDED: _____

Attendance records will be checked

Self-Improvement: 10 points (10 points for certification or degree awarded in the award period; 5 points for documented attendance in formal, informal or certification granting program during the award period)

POINTS AWARDED: _____

Documentation must be attached

ICE cards or positive customer recognition: 1 point for each documented ICE card or customer kudo received during the award period

POINTS AWARDED: _____

Documentation must be attached

Attitude: up to 10 points (per recommendation of nominating manager or supervisor)

POINTS AWARDED: _____

Narrative Justification: -



GEMINI TECH SERVICES, LLC

Adherence to company policy: Zero Deviation = 10 points

POINTS AWARDED: _____

Narrative Justification: _

Support of company initiatives: documented and justified in the nominating narrative: up to 15 points

Narrative Justification: _

Contribution to the customer and company mission: documented and justified in the nominating narrative: up to 15 points

Narrative Justification: _
