

Base Your Galaxy Nomination on the City's STARS Values:

Service: Stays on top of work; performs at a satisfactory level or higher; goes beyond the call of duty; receives positive feedback from people served or assisted; maintains a professional, positive and respectful demeanor; and demonstrates leadership.

Teamwork: Assists others when a need is seen or help requested; assists peers with their workload while maintaining his/her own workload; makes meaningful contributions to improve team performance; and promotes positive working relationships within the team.

Accountability: Arrives and leaves work on time; has perfect attendance (excluding pre-approved vacation/personal leave); puts in a hard day's work; and is considered honest and ethical.

Respect: Demonstrates friendliness, courtesy, respect and professionalism toward others.

Safety: Calmly and professionally handles difficult customers; promotes a workplace free of violence, harassment and intimidation; adheres to all safety procedures and regulations when performing job duties; and maintains a safe, neat and organized work space.

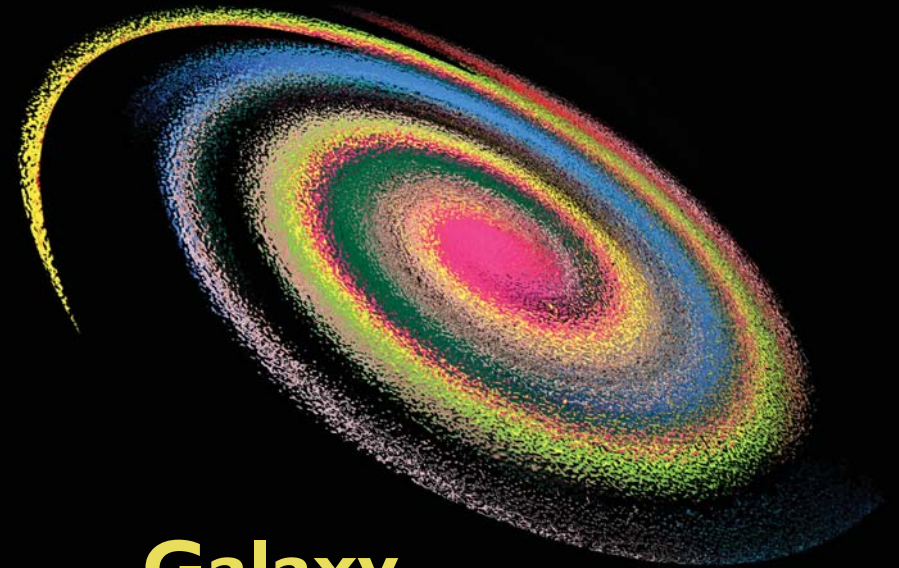
Who is on the Nomination Committee?

The Nomination Selection Committee consists of the FISH! Coaches of Denver Human Services. Family and Adult Division FISH! Coaches will be excluded in the selection process so that they are eligible for the program. With the exception of the Constellation Award, the nomination selection committee will forward the name(s) of the winner(s), along with documentation supporting the nomination, to the division director.



Department of
Human Services

Family and Adult Division



Galaxy Recognition Program

The Galaxy Program recognizes employees' contributions in the Family and Adult Division at Denver Human Services based on the City of Denver's STARS values, on a quarterly, semi-annual and yearly basis.

The Galaxy Program is all inclusive, allowing everyone in the division, including contract employees, an opportunity to be nominated and possibly selected.



Department of
Human Services

Galaxy Recognition Program

Four Types of Awards and an Annual Reception

Family and Adult Division

Bright Star Award

The Bright Star Award is presented to up to three line staff per quarter (April, July, October, January). To be selected for the Bright Star Award, an employee must receive at least three nominations by different people for separate situations during the nominating quarter. Nominations from clients/customers will count as two nominations. Winners and nominees will be announced at quarterly coordination meetings and in a division staff e-mail. Winners will receive a framed certificate of recognition and a special prize.



Shooting Star Award

The Shooting Star Award is presented to one supervisor or manager semi-annually (July and January). To be selected for the Shooting Star Award, supervisors and managers must receive at least three nominations by different people for separate situations during the nominating quarter. Nominations from clients/customers will count as two nominations. Winners and nominees will be announced at the July and January coordination meetings and in a division staff e-mail. Winners will receive a framed certificate of recognition and a special prize.



Constellation Star Award

The Constellation Star Award is presented to a team of employees semi-annually (July and January). The nominated team will be selected by the division director based on customer service, most improved, best stats/performance and any other category the director finds noteworthy. The winning team will be announced at the July and January coordination meetings and in a division staff e-mail. The winning team will receive a team photograph taken with the division director, a team plaque with team member names to be displayed where the team works and a lunch provided and attended by the division director.



Mega Star Award

The Mega Star Award is presented to one supervisor or manager and one line staff annually (January). To be selected for the Mega Star Award, an employee must receive the most nominations during the year. This is open to everyone, including individuals who have been previously nominated or selected. Nominations from clients/customers will count as two nominations. Winners will be announced at the Annual Galaxy Awards Reception and in a division staff e-mail. Winners will receive a framed certificate of recognition and a special prize.



The Annual Galaxy Reception

This event is held annually in January. The entire division is invited to the reception. All winners from the past year and current quarter, including two Mega Stars, will be recognized. The reception will feature invited speakers, lunch for division staff, entertainment and/or games and prizes.

How Do I Nominate an Employee?

Nomination forms are available in the lobby, the DHS intranet and the DHS Family and Adult Web site (www.Denvergov.org/family_and_adult).

Please circle the STARS value (service, teamwork, accountability, respect or safety) you experienced with the nominated employee.

Describe your experience or what you witnessed.



Customers may place the nomination in any of the drop boxes at Denver Human Services locations or give the form to lobby personnel. Employees should forward nominations to Pam Sauls or Rachel Kibble.

Nomination forms should be submitted by the first of the month preceding the announcement of the winners (i.e. March 1, June 1, Sept. 1, Dec. 1).