

	RESOURCE LIBRARY – HUMAN RESOURCES Employee of the Month	CODE: 04.01.051 EDITION: 1 PAGE 1 OF 2
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The scope of this protocol is to recognize and encourage the outstanding Employee of the Month, to boost the morale of the employees and attract their loyalty to our Hotels and to enhance the image as a preferred Hotel.

本协议的范围是表彰和鼓励月度优秀员工，以提高员工士气，吸引他们对政套房酒店的忠诚度，并提高作为首选酒店的形象。

The Hotel management should recognize and appreciate the exemplary work done by any employee in a particular month. The contribution from the employee during the month can be related to the guest service or preventing any accident or suggesting new ideas to better the standard of service or such deed of outstanding nature.

酒店管理层应表彰和赏识任何雇员在某一特定月份所完成的出色工作。当月内员工的贡献可以与宾客服务或防止任何意外事件或提出改善服务标准新想法或此类具有杰出性的事迹相关联。

The Departments Heads will nominate his / her choice for the employee of the month from his / her respective Department on a prescribe format which will have the name of the employee, position, date of joining and a few words describing the reasons for his / her nomination for the employee of the month. The completed form should reach the Human Resources Manager on or before 25th of the month. The following points should be taken into consideration while nominating the employee of the month:

部门主管将按规定的格式从他/她所属的部门提名月度优秀员工，名单上须注明员工姓名、职务、入职时间和几句描述提名月度优秀员工的原因的话。填妥的表格应在当月25日或之前交给人力资源部经理。提名月度优秀员工时应考虑到以下几点：

- His / Her ability to carry out their assigned responsibilities.
他/她履行其指定职责的能力。
- His / Her ability to interact with guests, colleagues and Management
他/她与客人、同事和管理人员的互动能力
- Outstanding performance during the given i.e. Wowing the guests, providing new ideas to develop business and improve standards
在受客人热烈赞赏、提供发展业务和提高服务标准的新想法方面有出色的表现
- Punctuality & Honesty
守时诚信
- Appearance and Grooming
仪容仪表
- General Attitude and behavior
一般态度和行为

Staff who has received warning letter or faced with disciplinary action, or who have not completed the period of 6 months is not eligible for nomination.

已收到警告信或面临纪律处分的员工，或还没有经过6个月试用期的员工，没有资格获得提名。

When all nominations are received, the Human Resources Manager will present the same to the General Manager.

当收到所有的提名时，人力资源部经理将把这些提名呈递给总经理。

The General Manager will announce the names of all the nominated staff during the morning briefing and then the Department Heads will be asked to vote for the Employee of the month (write on a small piece of paper the name of the staff and roll the paper to keep the secrecy and handover to the General Manager).

The Department Heads are not permitted to vote for the employee from their own department.

总经理在晨会上公布所有提名人员的姓名，然后要求各部门主管对月度优秀员工进行投票表决（将员工姓名写在一小片纸上，卷成团（保密），并移交给总经理）。

The employee with the maximum votes will be deemed as the employee of the month. In case of tie of the votes, the General Manager will use his vote as the final and deciding vote. The selected employee of the month will receive a certificate signed by the General Manager and the Human Resources Manager along with the cash award of AED 400 as the employee of the month.

各部门主管不得对自己所在部门的员工投票。

得票数最高的员工将被视为月度优秀员工。若投票数相同，总经理将用他的投票作为最终的决定性一票。入选的月度优秀员工，将获得总经理和人力资源部经理签名的证书，同时还将获得400阿联酋迪拉姆的现金奖励。

The presentation of the certificate and cash award will be held during the Monthly Birthday celebration. The Personnel Department will take a photograph of the ceremony and it will be displayed on the staff notice board. The names and departments of the employee of the month will be displayed also on the notice board for all to see.

证书和现金奖励将在每月的生日庆祝会上予以颁发。人事部将对仪式进行拍照，并张贴在员工布告栏上。月度优秀员工的姓名和部门也将显示在布告栏上，供大家观看。

The employee of the month will be considered for the selection of the employee of the year at the end of the year. All employees of the months will be called upon the stage for the cake cutting ceremony, which will be held at the beginning of the annual staff party.

当年年底选择年度优秀员工时将对月度优秀员工予以考虑。所有月度优秀员工将在年度员工聚会开始时被请到舞台上，举行切蛋糕仪式。