



## SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2023.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

### PROGRAM INFORMATION

County: Montgomery County

Program Title: Employee Engagement Committee

Program Category: Organizational Development

### CONTACT INFORMATION

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### SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Angela M. Hill

Title: Deputy County Administrator/CFO

Signature: *Angela M Hill*

## **VACo Achievement Award Nomination: Employee Engagement Committee**

### **Award Category: Organizational Development**

#### **Executive Summary (1 page):**

The Employee Engagement Committee (EEC) was launched from a belief that there was a need to facilitate employee engagement and shift Montgomery County's organizational culture in a positive direction. While all involved initially were a little uncertain of what they faced and how it would all work, a team of 20 committed employees at varying levels in the organization dedicated a few hours a month to help plan and organize events and activities for employees. The return on their investment has been exponential. This small time and monetary investment has yielded comradery and a renewed sense of purpose and excitement for Montgomery County employees. This is evidenced by the fact that more and more employees are participating in events and interacting with one another even though their physical offices are separated by miles throughout the County.

The objective of the EEC is to coordinate enjoyable and rewarding engagement activities, programs, and events for all Montgomery County employees. This is rooted in the belief that feeling appreciated, rewarded, and having fun at work, will foster happy, engaged, and productive employees. Through donations and a small budget, the committee has secured a supply of giveaways for employees to receive for each planned event.

In 2022, the EEC planned 18 activities and events for employees. Anecdotally, employees have shared how much they appreciate the working environment at Montgomery County. A testament to this is the fact that employees from offices and departments who previously did not participate in the few sporadic County-planned events prior to the creation of the EEC now participate and even provided good feedback on ideas for future engagement activities.

**Brief Overview (2-3 paragraphs):**

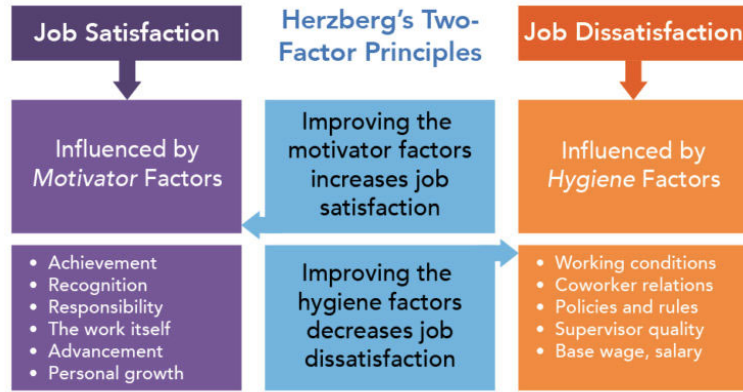
While Montgomery County, is a great place to live and to work, the leadership realized more could be done to facilitate an organizational culture that supported and elevated the County's values, all while providing engaging opportunities for employees. As a result, the Employee Engagement Committee (EEC) was formed and began planning activities for 2022.

The purpose of the EEC is to provide opportunities for all Montgomery County employees, regardless of their physical location, to have fun and engaging opportunities with zero strings attached. Employees from various offices and departments are represented on the committee. The EEC plans and coordinates activities, programs, and events for all Montgomery County employees. Fostering an organizational culture of teamwork through workplace engagement opportunities motivates employees and creates an unparalleled sense of comradery.

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**The Challenge:**

Montgomery County has nearly 600 employees who work in 12 different physical locations. As a result, sometimes employees in the various offices can feel siloed and even disconnected from the main office where several employees and departments are housed. Additionally, prior to 2022, there were few organized opportunities



for employees to gather or be engaged at work. Studies have shown that providing employees with opportunities for engagement and recognition increases workplace satisfaction among employees.

As a result, leadership asked staff members from a variety of locations to form and participate in an Employee Engagement Committee (EEC). The committee's objective is to coordinate enjoyable and rewarding engagement activities, programs, and events for all Montgomery County employees. This is rooted in the belief that feeling appreciated, rewarded, and having fun at work, will foster happy, engaged, and productive employees.

It was essential to have employee representation from the various physical locations in order to help plan activities that all employees would appreciate, not just those in one particular office, building or department. However, this was a challenge due to the initial lack of engagement. The inaugural EEC began recruiting employees to serve on the committee in November 2021. The first meeting sparked renewed excitement among the committee members, which translated into renewed energy and excitement throughout the organization.

**The Solution:**

The objective of the Employee Engagement Committee (EEC) is to coordinate enjoyable and rewarding engagement activities, programs, and events for all Montgomery County employees. This is rooted in the belief that feeling appreciated, rewarded, and having fun at work, will foster happy, engaged, and productive employees. The committee meets once per month to help plan and finalize details for events. Through donations and a small budget, the committee has secured a supply of giveaways for employees to receive for each planned event.

Employees don't have to do anything to be entered to win a prize. Employee names are automatically entered into each drawing just by being employed by Montgomery County. This alone has received significant positive feedback. In addition, pictures are shared from each activity or event on a designated section of the County's intranet, the Huckleberry Daily. These small acts that have required minimal monetary and time investment have yielded a significant return. In addition to the planned activities throughout the year, the EEC has also organized employee groups that meet outside of work to include a movie and dining group; crafting group; and a fitness group. While not every employee participates in the groups, many do and enjoy fellowship with their colleagues outside of the office setting, all while doing yoga, knitting, or watching the latest movie and recapping the highlights of it over dinner together.

In 2022, the EEC planned 18 activities and events for employees to include:

- Jan 28 - SOUPer Day (for Super Bowl)
- Feb 11 – Employee Engagement Survey distributed.
- Feb 14 - Valentine's Day Candy Distributed
- Mar 14 - Pi/Pie Day
- March 18 - Montgomery Madness Day

- Week of April 11 - You've been Egged!
- Week of May 2-6 - Public Service Recognition Week
- June 17 - I'm Ready for Vacation Day!
- June 30 - Red, White and Blue Day/Celebrated July 4th/Ice Pops Distributed
- July 28 – Employee Health Fair
- Week of Aug 8 - Dog Days of Summer
- Sept 2 - College Colors Day
- Sept 24 - Employee Picnic at Creed Fields
- Oct – Launched Employee Groups/Clubs: Crafting, Fitness, Movie/Dining
- Oct 26-Nov 9 - Veterans Day Appreciation
- Nov 14-30 - Thankful Trees
- Dec. 10 - Breakfast with Santa
- Dec. 16 - Ugly Sweater Day

Participation in all EEC events and activities was surprisingly great! To see stats, activity and event pictures and graphics, and video, please see supplemental materials.

**Program Cost:**

The Montgomery County Board of Supervisors approved a \$5,000 budget for the Employee Engagement Committee in Fiscal Year 2023. The committee has used the funding to purchase event and activity supplies, food for the picnic, and giveaways for employees.

**The Results:**

Notably, the EEC planned a week-long event for Public Service Recognition Week in May. In total, 136 employees received giveaways by simply being employees and 12 trophies were distributed that week. More than 18 departments actively participated during the planned events that week, which included:

- **Monday: What Public Service Means to Me**
  - A video was created and released in three parts featuring members of the Board of Supervisors and various members of the County's leadership team sharing what public service means to them. Part one was released on Monday.
  - Employees were provided an online form to share what public service means to them. Names from the 57 entries were drawn and three trophies awarded.
  - 24 names were drawn for giveaways with the names of all employees entered just for being an employee.
  - Employees were encouraged to wear a Montgomery County branded shirt or County colors.
  
- **Tuesday: Everyday Heroes**
  - Special thanks were provided to the Sheriff's Office, Animal Control Offices, and the Department of Fire and Emergency Services with a basket of snack goodies given to each of these divisions.
  - Employees were asked to nominate someone they work with as an Everyday Hero to either the citizens and/or their co-workers. Hero nominations resulted in 53 certificates distributed Everyday Hero employees.
  - 23 names were drawn for giveaways with the names of all employees entered just for being an employee.
  - Employees were encouraged to wear something that honored the County's heroes.
  
- **Wednesday: Choose your side: the Light side, the Dark side, or the Orange side**
  - Part two of the video that was created and released featuring members of the Board of Supervisors and various members of the County's leadership team sharing what public service means to them was shared.

- This was May 4th/Star Wars Day and National OJ day
- Employees were provided with an OJ word scramble and a Star Wars trivia contest. Names were drawn from the top winners of each and three trophies for each were given away. 59 people play Star Wars trivia and 12 got them all right. 73 people played the OJ word scramble and 42 got them all right.
- 24 names were drawn for giveaways with the names of all employees entered just for being an employee.
- Employees were encouraged to wear green, red, or orange to choose their side.
- **Thursday: Throwback Thursday**
  - Employees were encouraged to decorate their desk or department in their favorite decade, then submit a picture.
  - A baby picture matching contest of leadership people was provided and 3 trophies were awarded from participants. 75 people tried the baby matching and 10 got them all right.
  - Photo slideshow of County buildings and people from decades past was compiled and sent for employees to view.
  - 23 names were drawn for giveaways with the names of all employees entered just for being an employee.
  - Employees were encouraged to dress in their favorite decade.
- **Friday: Fri-yay-Fun, Fitness, and Food Trucks**
  - The third and final part of the video that was created and released featuring members of the Board of Supervisors and various members of the County's leadership team sharing what public service means to them was shared.
  - Walking path maps were provided showing routes for six County building locations.



- 2 furry friends were brought over from the Montgomery County Animal Care and Adoption Center to visit. (One of the dogs that visited with employees was adopted by an employee the next day!)
- 42 names were drawn for giveaways with the names of all employees entered just for being an employee.
- Employees were encouraged to wear something that started with the letter “F”.

Again, while all of the activities and events were received with enthusiasm and participation by employees, another notable event was the employee picnic. It had been over a decade since the County had planned an employee picnic. The EEC decided to resurrect the employee picnic and planned a wonderful event for employees on September 24. Several employees brought their families and participated in the planned activities, with approximately 185 in attendance. Lunch was provided and activities included yard games, emergency vehicles available to explore, drone flying demos, kickball, fun run/walk, and a fall-themed photo booth.

Participation in all EEC events and activities was surprisingly great! To see stats, activity and event pictures and graphics, and video, please see supplemental materials.

**Samples of content created:**

Link to EEC content on Google Drive: [https://drive.google.com/drive/folders/1K-nF9e8BQP6\\_nzMUG8jGz1jzkV-kRs8v?usp=sharing](https://drive.google.com/drive/folders/1K-nF9e8BQP6_nzMUG8jGz1jzkV-kRs8v?usp=sharing)

# Welcome to Montgomery County!



## EMPLOYEE ENGAGEMENT COMMITTEE

### ABOUT US

The Employee Engagement Committee (EEC) plans and executes activities designed to:

**Bring employees together**

**Show appreciation for their dedication**

**Have a little fun**

Committee members represent departments throughout the county operations. Check the Huckleberry Daily Intranet ([intranet.montva.com/home/huckleberry-daily](http://intranet.montva.com/home/huckleberry-daily)) for upcoming events.

### SPONSORED EVENTS INCLUDE:

SOUPer Day, Pi/Pie Day, Public Service Recognition Week, County Picnic, Breakfast with Santa, Secret Pals, and more!

[EECOMMITTEE@MONTGOMERYCOUNTYVA.GOV](mailto:EECOMMITTEE@MONTGOMERYCOUNTYVA.GOV)



The Public Information Team poses with Chair Blevins during Souper Day!



Pictured here are members of the Commissioner of Revenue office having fun!



The Planning & GIS Department gets a visit from an Animal Care & Adoption Center cat!



The Sheriff receives a pie in the face from a staff member for Pi Day!



A deputy tries out a hula-hoop during the Health Fair!



A staff member juggles during the Health Fair!



A staff represents the 80s during Throwback Thursday!



# Breakfast with Santa

Saturday December 10, 2022  
9:00 to 10:30 a.m.

Montgomery County Government Center

EMPLOYEE ENGAGEMENT COMMITTEE | [EECOMMITTEE@MONTGOMERYCOUNTYVA.GOV](mailto:EECOMMITTEE@MONTGOMERYCOUNTYVA.GOV)



Breakfast with Santa was a very popular event planned for employees and their families.



Here are a few images from the County Employee Picnic. Again, it was the first one in over a decade. Not only was it well received, it was also well attended.

The EEC planned several activities during a Dog Days of Summer, to include a matching game where employees tried to match EEC members to their pets.

