



The Employee Appreciation Award nomination form allows employees to nominate a fellow employee who demonstrates exemplary performance within the workplace. Please insure that the performance of your nominee falls within one or more of the following categories:

Categories:

1. Enhancing customer or community relations
2. Improving efficiency or quality of District service through idea or invention that saves money or time
3. Exceptional work performance and/or fostering team spirit
4. Other - may include heroism, professional award/honor, or other achievement

Please check the award for which the below named employee is being nominated.

- First Quarter
- Second Quarter
- Third Quarter
- Fourth Quarter

Please note:

One Employee of the Year recipient will be selected from the four quarterly award winners.

Nominee:	Job Title:
Work Location:	Extension:
Nominator's Name:	Nominator's Extension:

1. Briefly describe the type of work which the nominee generally performs.

2. Identify the categories from page 1 which you feel apply to the nominee's performance.

3. Describe in detail the activities which you feel qualify the nominee for an Employee Appreciation Award. Be specific about the observable behavior and actions that demonstrate the nominee's outstanding performance.

4. Mention any additional information which you feel supports the nominee's qualifications for an Employee Appreciation Award.

5. List other persons (if any) who have also observed the nominee's exemplary performance **and** have agreed to support this nomination by having their name listed below.

**Please submit completed nomination form to the Human Resources Division.
Thank you for your participation in the Employee Appreciation Program!!**