

Town of Perryville, MD

Employee of the Quarter Incentive Program

Public Nomination Form

Purpose

To encourage outstanding job performance and the exceptional delivery of town services by employees. To recognize and reward employees who display exemplary performance in their work for the Town.

Nomination Process and Requirements

Nominations for this award will be accepted no later than the 15th calendar day of the quarter (January 15, April 15, July 15, October 15) for exceptional performance during the prior quarter. Nominations must be initiated by a department head and/or the general public. Town Administrator may nominate a department head. The following information must be included:

A written description as to how that employee excelled in their employment with the Town as justification for their nomination as employee of the quarter.

Nominee Name: _____

Date of Accomplishments Cited Below: _____

Your Name: _____

Please select the most appropriate activity or accomplishment related to your nomination:

- _____ Improving the safety, health and welfare of the citizens
- _____ Cultivating a sense of community with Town Residents
- _____ Dedication to environmental stewardship
- _____ Ensuring a standard of excellence in the quality of municipal goods and services provided
- _____ Displaying initiative by going above and beyond the requirements of the job
- _____ Demonstrating excellent customer service skills

Describe in detail the nominee's outstanding activity or accomplishment:

Please return the nomination form to the Town Hall, Attention: Town Administrator