



**Town of Elkton  
Employee of the Quarter Award  
Nomination Form**

The Town of Elkton has established an *Employee of the Quarter Award* to recognize Town employees who have by their actions demonstrated outstanding accomplishments and exemplified exceptional public service, organizational pride, and dedication to the promotion of the community by contributing above and beyond the scope of regular job duties, responsibilities and requirements. The *Employee of the Quarter Award* provides opportunities for the public, employees and supervisors to recognize eligible Town employees for both individual and team achievements in areas such as customer service, performance related suggestions, committee memberships/roles, volunteerism, exhibiting special skills, participation in task forces and/or special projects, and demonstrations of heroism.

The act(s) or accomplishments cited in the Nomination Form must have occurred during or within three months of the quarter of nomination. Self-nominations are accepted. All nominations received by the Department of Human Resources by the end of a calendar quarter will be considered for that quarter's award.

**Nominee Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Team Nominees:** \_\_\_\_\_

**Date of Act(s) or Accomplishments Cited Below:** \_\_\_\_\_

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

- ☐ Exhibiting a high level of service to employees and/or the public;
- ☐ Providing innovative suggestions that improved efficiency, effectiveness, and/or result in cost savings to the Town;
- ☐ Participating in various service committees and/or organizations;
- ☐ Volunteering;
- ☐ Providing special and unique skills or contributions that enhance the Town's image;
- ☐ Providing exceptional performance in a one-time special project or situation;
- ☐ Demonstrating an act of heroism.

**Describe in detail** how the nominee(s) demonstrated outstanding accomplishments and/or extraordinary public service for the Town, fellow employees, and/or the public, above and beyond the scope of regular job responsibilities and requirements. (Continue on reverse, if necessary.)

\*\*\*\*\*

**Nominator's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address (if nomination is from the public):** \_\_\_\_\_

**Please return your completed Nomination Form to Human Resources, Town of Elkton, 100 Railroad Avenue, Elkton, MD 21921 or by email to [andy.rodriquez@elkton.org](mailto:andy.rodriquez@elkton.org) fax 410-398-3792. All submissions will be verified for accuracy. Nominees selected for recognition will be announced at the end of each calendar quarter. Visit [www.elkton.org](http://www.elkton.org) for complete program details.**