



**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 Renee McCormick, Department of Human Resources, Town of Elkton, 100 Railroad Avenue, Elkton, MD 21921 or by email to renee.mccormick@elkton.org or 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 for complete program details.