

DEPARTMENT EMPLOYEE RECOGNITION AWARD

Awardee(s): _____

Division: _____ **Department:** _____

ELIGIBILITY

- Individual County Employee
- Extra-help or Contract Staff
- County Volunteers
- Sections, Divisions, Teams
- Interdepartmental Groups/ Efforts
- Whole Department

CATEGORIES

- Accomplishment
- Customer Service
- Safety Standards and Practices
- Community Service
- Other _____

Who or what is being recognized and why? _____

(If more space is necessary attach additional pages)

Decision/Selection was made by:

- Employees or Employee Committee
- Managers/Supervisors
- Both

Type of Award:

- Cash
- Recognition/Gift Item
- Lunch/Dinner Out
- Event
- Other

If monetary award:

- Attach standard claim form for reimbursement
- Award should include provision for tax deduction, *contact Auditor for further assistance*

Submit Award for approval:

Department Head or Designee Approval Signature

Title

Human Resources Approval Signature

Title