

# Mayor's Award of Excellence

## Nomination Form

The Mayor's Award of Excellence recognizes employees who consistently provide outstanding service and work that demonstrates exemplary personal commitment to the City of Lincoln.

**Eligibility:** All employees are eligible except Directors, Mayoral Aides, and elected officials. Individuals or teams of employees are eligible. Entire Departments, Divisions or Sections are not eligible as a team.

Please submit completed nomination forms to the City Human Resources Office by the fifth day of the month for the following month's award.

Nominee \_\_\_\_\_ Job Classification Title \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

When did this accomplishment occur? \_\_\_\_\_

I wish to nominate this employee/team in the following category/ies based on the following criteria:	
Category/ies	Criteria
_____ Safety	This nominee practices safety on the job and promotes and encourages others to do the same.
_____ Productivity	This nominee always gives the best of oneself and encourages and promotes co-workers to perform their best.
_____ Loss Prevention	This nominee demonstrates wise use of City resources and makes recommendations that result in substantial savings to the City outside the normal course of expected job functions.
_____ Customer Relations	This nominee represents the City with a positive attitude, takes pride in one's work, and encourages co-workers to do the same.
_____ Valor	This nominee performs an act of bravery, which may include life-saving, above and beyond the call of duty.

On page 2 of this form, **please describe** the nominee's accomplishments that best identify why this employee should receive the Mayor's Award of Excellence.

**Please print the following information about yourself.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Work/Day Telephone \_\_\_\_\_

Approved/validated by: \_\_\_\_\_

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Department Director*

