

*City of Hot Springs*  
**RECOGNITION PROGRAM**

**AWARDS FOR EXCELLENCE**  
**Nomination Form**

Name of Nominee	
Department	Division
Nominee's Work Phone No.	Nominee's Work E-Mail
Supervisor	
Supervisor's Phone No.	Supervisor's E-Mail

**Please Check One Award Category: (definitions on following page)**

- Innovations**
- Distinguished Acts**
- Human Relations**
- Public Service**

<b>Nominee's Home Address Including Zip Code</b>
<b>Nominee's Home Phone</b>

Submitted By	Relationship to Nominee
Signature	

In addition to the nomination form, a written nomination describing why this person is being nominated must be included. The nomination must be typed on one side of no more than two sheets of 8 ½ x 11 inch paper. (If typing assistance is needed, please contact Human Resources Department.) All nominations must be submitted in a sealed envelope to the Human Resources Department.

*City of Hot Springs*  
**RECOGNITION PROGRAM**

**AWARDS FOR EXCELLENCE**  
**Nomination Rules**

Nominations must comply with the following rules. The City Employees' Awards for Excellence Selection Committee will not consider nominations that do not comply with these rules.

- In addition to the nomination form, a written nomination must be included which describes why the person is being nominated. The nomination must be typed on one side of no more than two sheets of 8 ½ x 11 inch paper.
- All information on the nomination form must be complete, including signatures.
- All nominations must be submitted on an official nomination form. Information other than the nomination form and the two-page nomination will not be considered.
- Nominations must be submitted in a sealed envelope to the Human Resources Department no later than January 3.

**Qualifying Employees**

Nominees must have made major contributions reflecting credit on themselves and City service. The accomplishments must be so outstanding that special recognition is justified. All permanent employees of the City of Hot Springs are eligible for nomination with the exception of appointed and elected officials, department heads and all supervisory level employees.

**Award Categories**

***Innovations*** - Initiated successful/productive study and investigation or has successfully established new and outstanding methods, practices, plans or designs.

***Distinguished Acts*** - Demonstrated outstanding judgment or courage in an emergency; voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life; or prevented damage to or loss of property.

***Human Relations*** - Made outstanding contributions toward enhancing the quality and morale of the workplace or creating a better public image of City government such as positive personal interaction with other employees, public awareness, working on relations internally within a division, or collaboration between different departments.

***Public Service*** - Made outstanding contributions by participating in or implementing community and public service projects.

**Job Title and Job Duties**

The Selection Committee may not be familiar with City employees' jobs. Please provide the nominee's working title and a brief explanation of job duties in the space below. The committee will compare this section to the actual nomination to see what is clearly "above and beyond" and what is normally expected of the employee in their day-to-day job.

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This nomination was selected to represent our department in the category selected above. This nominee's employee credentials were verified.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date