SERVICE RECOGNITION AWARD

Town of Vienna, Virginia

NOMINATION FORM	
Employee Name:	Division:
Position:	Nominator:

Check One	Nominee must meet one of the following criteria. A complete description of the event or action must be given.
	Accomplishment of a Noteworthy Deed: Demonstrating exceptional courtesy, responsiveness or assistance when interacting with Town residents and other members of the public. Such actions are typically nonrecurring, one-time accomplishments; for example, assisting a stranded motorist; providing special assistance to a senior citizen on trash collection day; or replacing an overturned barricade after normal working hours. *Cite the specific noteworthy deed, how this went beyond regular job duties and reflected positively on the Town.*
	Extraordinary Performance: An action that had a specific beginning and end and had an identifiable result or outcome; for example, consistently put in extra time and effort to respond to the growing demands on an office; successfully coordinated or completed a major project; completed a difficult work project ahead of schedule or under adverse work conditions; exhibited high levels of productivity over an extended period of time; or consistently provided extra assistance to citizens and/or fellow employees. *Cite specific examples of repeated excellence; describe how they went beyond regular job duties and how these actions reflected positively on the Town.*
	Problem Resolution: Solved an extraordinary problem or achieved a significantly difficult goal*. State the problem or goal, how it was solved or achieved, and describe the impact that this had on the Town.*
	Innovation: Successfully implemented an innovative idea where outstanding results were identifiable*. Describe the idea, the action taken to achieve it and the results, including cost savings, if known.*
	Acceptance of special assignments beyond the parameters of normal duties. *Explicitly detail with specific examples how the actions went beyond the normal job duties.*
	Other actions deemed as notable by the supervisor and department head. *In defining these notable actions, cite the specific action or actions, how these actions went beyond regular job duties and reflected positively on the Town.*

JUSTIFICATION	
Date or Dates of Event:	
Describe why the act or event is outside of the employee's normal job responsibilities. *Justification must be sufficient to meet criteria. Attach additional pages if needed.*	

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Eligibility	Employee is on probation: ☐ Yes ☐ No	Employee received a minimum rating of "meets expectations" on last performance evaluation: ☐ Yes ☐ No	Employee is on "restricted leave:" ☐ Yes ☐ No
Nominator's Signature:		Date:	
Department Head's Signature certifies that nominated actions are not within the scope of the employee's current position and that nominated employee meets the eligibility criteria above:			Date:

AUTHORIZATIONS

DEPARTMENT HEAD PANEL REVIEW	
Date of Review:	Results: ☐ Recommended ☐ Not Recommended
Vote: ____**Yes** ____**No**	

TOWN MANAGER REVIEW	
☐ Approved ☐ Denied	Date:
Signature:	

ISSUANCE OF AWARD *(Forward to the Human Resources Department for processing)*	
Employee Name:	
☐ Amount: $	Account Number:
☐ Time Off with Pay *(when funds are depleted)*	Hours:
Human Resources Director's Signature:	Date: