

**EAST FORK FIRE PROTECTION DISTRICT
EMPLOYEE ACHIEVMENT AWARD NOMINATION FORM**

Employee nominations are due by the last work day in November. Only one nomination can be made per year. Email completed form to lowen@eastforkfire.org and/or kmlewis@eastforkfire.org.

Employee being nominated: _____ Date: _____

Person making the nomination: _____

Requested award (max of \$1,500): _____ Requested Admin days (max of 3): _____

Circle the applicable contributions (minimum of two required).

- 1) Accomplishments that contributed to the increased efficiency, economy, and/or quality of District operations.
- 2) Superior performance, which achieved results and accomplishments that go beyond expectation of position.
- 3) Initiated and implemented a project or program that resulted in significant ongoing savings to the District, or generated new or significantly increased ongoing revenue for the District.
- 4) Individual efforts that generated lasting or significant positive public relations for the District as demonstrated through citizen or District employee feedback and compliments by way of telephone, letter, etc. This may also be demonstrated by employee's exceptional judgment, communication skills, and strong rapport in dealing with the public or other District employees.
- 5) Provided suggestions or proposals that resulted in significant cost savings for the District through staff efficiency, effectiveness, or equipment/materials purchase or usage. Consistently maintained the District's best interest related to qualify, cost and usage.
- 6) Outstanding individual effort while providing support or responding to an emergency that threatened life or property.
- 7) Provided and/or implemented suggestions or proposals that significantly reduced the potential for employees or citizen injury or lawsuit through the elimination of a safety hazard or risk exposure.
- 8) Ensured the mission of a work unit is accomplished during a difficult period by successfully completing additional work on a project assignment while maintaining the employee's own workload.

Provide a detailed explanation to justify the nomination: _____

RESERVED FOR DISTRICT USE	
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
APPROVED BY (District Chief or Designee): _____	
DATE: _____	