



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER

DEPARTMENT OF GENERAL SERVICES

WELLINGTON E. WEBB
MUNICIPAL BUILDING
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DENVER, CO 80202
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EMPLOYEE OF THE MONTH NOMINATION FORM

Submittal Date: _____

Date(s) the nominated action(s) occurred: **Start** _____ **End** _____

Nominee's Name: _____ Work Telephone: _____

Nominee's Division: _____ Nominee's Supervisor: _____

Your Name: _____ Work Telephone: _____

Your Division: _____ Your e-mail address: _____

(if available)

Employee of the Month Award Description:

The Manager of General Services authorized the Employee of the Month program to recognize and compensate one special employee on a monthly basis for extraordinary performance that furthers the mission of their agency and the city.

A General Services Employee of the Month committee made up of representatives including exempt and non-exempt staff from various divisions in the department will meet monthly to review nominations. The monthly winners will be announced and recognized at the General Services quarterly "All Staff" meeting.

Recognized Employees of the Month will receive 1 (one) administrative day of leave, individuals may receive up to two administrative days per year.

Please use the back of this form (attach additional sheets if necessary) to describe a specific, extraordinary action or characteristic(s) of the employee's, group's, or team's performance that has furthered the mission of the agency or city.

Send the completed nomination form via Interoffice mail or Email to any Employee of the Month Committee Members by the last day of each month for review in the next committee meeting. For committee member information please contact Fran Trujillo at 720-865-7102.

