



*OUTSTANDING EMPLOYEE
RECOGNITION FORM*

PURPOSE OF THE PROGRAM:

The purpose of the Outstanding Employee Recognition Program is to identify employees who have served the City of Kenner in an exceptional manner. The nominee must be an employee who performs outstanding service through his or her work and exhibits a positive and supportive disposition. Nominations may be submitted by anyone, for example, fellow coworkers, supervisors, administrators, elected officials, members of the public, etc.

ELIGIBILITY:

City of Kenner employees are eligible for nomination, excluding elected officials and appointed individuals.

CRITERIA FOR SELECTION:

Using the following criteria, please explain why this employee should be considered an Outstanding Employee.

- a. The nominee must demonstrate outstanding performance.
- b. The nominee must project courtesy and respect towards coworkers and customers.
- c. The nominee must exhibit a commitment to public service, a sustained high level of productivity and a consistent quality of work.

I hereby nominate (name): _____

Nominee's Job Title: _____

Nominee's Department: _____

Please state the reason(s) you feel this person should receive recognition as an Outstanding Employee: (Additional sheets may be attached.)

**** At the end of each quarter, a designated committee will review all of the recipients and select the Outstanding Employee of the Quarter. At the end of the year, all of the Outstanding Employee of the Quarter recipients will be eligible to be selected as the Outstanding Employee of the Year.***

Signed: _____ Date: _____

(Failure to sign will result in the nomination being rejected; your name will not be disclosed.)

Nomination forms can be submitted to the Civil Service Department, emailed to afontenot@kenner.la.us or mailed to 1801 Williams Boulevard, Kenner, LA 70062, ATTN: Civil Service Department.

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