



City of St. Louis
Mayor's Service Awards Nomination Form
Nominations Due by February 15, 2008

Please Print

NOMINEE:	_____	_____	_____
	(First Name)	(Last Name)	(Title)
DEPARTMENT:	_____	DIVISION:	_____
NOMINEE'S SUPERVISOR:	_____	_____	_____
	(First Name)	(Last Name)	(Title)

Award consideration will be given to accomplishments in the five (5) categories listed below. First, circle the number of the category that best relates to the achievements of your nominee. Secondly, describe the nature and significance of the employee's accomplishments. Nominations are limited to individual achievement. Group nominations will not be considered.

1. ***Sustained Superior Performance:*** This is performance well above the expected level, which is maintained over an extended period of time.
2. ***Monetary Savings:*** Innovative ideas, better procedures or more efficient operations are some examples of performance that can lead to monetary savings. Actual savings may result from cost reductions or cost containment.
3. ***Improved Level of Service:*** Service is the City's product, and more or better service increases its value. Making our services more accessible or extending the scope of our services improve their value.
4. ***Departmental Image:*** In projecting a favorable image there is no substitute for doing a good job day in and day out. This image can often be enhanced by making a special effort to go beyond what is expected to assist those who use our services.
5. ***Event Centered Acts of Distinction:*** These are those unusual, sometimes heroic, acts of professionalism that distinguish the employee and enhance the perception of the department. They are the non-routine acts that impact the lives of those we serve in a special way, or they may represent a special initiative, assignment or project that enhances the ability of the department to better accomplish its goals.

ATTACH ADDITIONAL SHEETS IF NECESSARY

(Signature of Nominating Party)
(Date)

Return completed form to: Secretary, Mayor's Awards Committee, Department of Personnel,
Employee Relations Section, 1114 Market Street, Room 700, St. Louis, MO 63101