TOWN OF WEST BOYLSTON
'COMMITMENT TO EXCELLENCE' NOMINATION FORM

The Town Administrator's 'Commitment to Excellence' Award is an annual award given in December to recognize the achievements of a municipal employee who has excelled in his or her position. Any employee under the direct or indirect supervision of the Town Administrator is eligible for consideration.

Criteria: The Town Administrator will consider nominees who have increased productivity, performed appropriately beyond job responsibilities, provided cooperative and positive working relationships, demonstrated a pattern of high-quality work, has offered a creative or innovative idea to improve town operations, efficiency, or saved costs to the Town, and provided courteous service to the public and other departments.

Nominations should be made by submitting this form with a detailed explanation on how the nominee has met one or more of the above criteria. Additional sheets are allowed. Self nominations will also be allowed and are encouraged. Nominations should be received by the Town Administrator by December 15th.

Date: _____

Name of nominee: _____

Department of nominee: _____

Explanation of how nominee has met the criteria for the 'Commitment to Excellence' Award : (please attach a separate page if needed)

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Nominator's Name: (Optional) _____

Telephone number: _____ **EMAIL:** _____