

EXHIBIT

**Employee Award Nomination Form**

*Recognizing Excellent Customer Service or Work Performance*

If you have experienced a Municipal Employee giving excellent customer service or work performance and choose to give special recognition, please complete the following:

Please indicate if you are a:  resident  Director  Municipal Employee  other

If other; please indicate \_\_\_\_\_

Nature of Commendation:  Excellence in Customer Service  Excellence in Work Performance

Name of Employee being nominated: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Describe your experience(s) with the employee that prompted this commendation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED TO SUBMIT A COMMENDATION:

Your Name: \_\_\_\_\_ Address: \_\_\_\_\_

If you are a Municipal Employee; Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Human Resources, Municipality of Jasper, Administration Office, PO Box 520, 303 Pyramid Ave, Jasper, AB T0E 1E0 - Attention: Employee Awards Committee/Human Resources.

Department Director's Approval: \_\_\_\_\_  
(Signature)

For office use only:	<input type="checkbox"/> Director Approval	<input type="checkbox"/> Certificate Signed	<input type="checkbox"/> Certificate/Award Received	<input type="checkbox"/> Photo
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**APPROVED: October 8, 2002**  
**REVISED: March 2, 2004**  
**REVISED: November 17, 2004**