



## DON SMITH AWARD NOMINATION FORM

**DEADLINE: November 29, 2019, 4:30pm**

The Don Smith Award, presented by the Employees Advisory Council, provides recognition to individual employees of Fairfax County who have contributed in an outstanding manner to the well-being of their fellow employees. Recipients will receive an engraved plaque and a cash award of up to \$1,000.

Established by the Employee Advisory Council (EAC) in 1991, this award honors Donald D. Smith for his 16 years of service, marked by insight and growth, as an EAC Representative.

**Eligibility:** Nominators and nominees must be merit employees of Fairfax County and have completed the 12-month probationary period.

**Criteria:** ***This is not a job performance award.*** The following factors will be considered in determining awardees:

1. Contributions and accomplishments of nominees, outside of their regular job duties, to their fellow employees.
2. The contribution results in improvement in employee benefits, morale, work environment or work relationships. The number of employees affected is also considered.
3. The outstanding achievement, dedication, and/or service provided to or on behalf of employees.
4. Nominees' previous receipt of the EAC Don Smith Award; the date and criterion for award.

In addition to this form, please provide a detailed but concise statement (**not more than one typed page**) that describes the outstanding service rendered to Fairfax County employees and the time frame during which the service took place. Cite specific examples of the nominee's effort on behalf of employees and the results of those efforts.

A request to the nominee's supervisor will be made for their job description; please ensure the contribution is outside of the employee's regular job duties.

**Employee (Nominee) Information:**

<b>Print Name</b>	<b>Agency/Department</b>	
<b>Job Title</b>	<b>Scale/Grade</b>	<b>Work Phone</b>
<b>Immediate Supervisor's Name</b>	<b>Job Title</b>	<b>Work Phone</b>

**Nominator Information:**

<b>Print Name</b>	<b>Job Title</b>	<b>Agency/Department</b>
<b>Signature</b>	<b>Work Phone</b>	<b>Date</b>

**Send to:** Employees Advisory Council, Don Smith Award, c/o Countywide Awards Team, Department of Human Resources, 12000 Government Center Parkway, Suite 270, Fairfax, VA 22035-0039 or [HRAwards@fairfaxcounty.gov](mailto:HR Awards@fairfaxcounty.gov)