COUNTY AGENDA REQUEST

Department:	Board of Commissioners	Presenter(s):	Commissioner David Barlow
Meeting Date:	Thursday, January 22, 2015	Type of Request:	Proclamation/Recognition

Wording for the Agenda:

Recognition of Library Assistant Sharon Campbell as winner of the Team Player Award.

Background/History/Details:

Commissioner David Barlow introduced the Team Player Award for Fayette County employees in December 2013. The Team Player Award is designed to motivate, recognize, and reward outstanding performance and dedicated service as a representative of Fayette County. Nominees are submitted by any Department Head of Fayette County at the consent of the employee's direct Department Head. All nominees should demonstrate above average performance in the following areas:

1) Constantly evaluating what his/her department is trying to achieve.
2) Flexible- can change course as the situation dictates.
3) Understands what we all make mistakes and works together to correct mistakes rather than expose them.
4) Understands that not all goals will be accomplished and can prioritize work efforts to accomplish as many achieveable goals as possible.
5) Maintains a positive attitude, REGARDLESS.
6) A consistent spirit of teamwork and cooperation modeled by respectful treatment of others.
7) Willingness to make commitments and keep promises in pursuit of team goals.
8) Demonstrates interest and concern for other team members and team objectives.

What action are you seeking from the Board of Commissioners?

Recognition of Library Assistant Sharon Campbell as winner of the Team Player Award.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	Yes	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

The Team Player Award is an initiative started and maintained by Commissioner David Barlow.

Employee Recognition

Nomination Form

I HAVE SUFFIECIENT KNOWLEDGE OF MY NOMINEE AND THEIR PERFORMANCE TO VERIFY THAT S/HE MEETS ALL THE CRITERIA OUTLINED IN THE ATTACHED TEAM PLAYER NOMINATION CRITERIA FORM.

I hereby submit this nomination for the following employee to receive the TEAM PLAYER award recognition. I understand that only endorsements from a Department Head will be considered for this nomination.

Name of Nominated Employee: Sharon Campbell Title: Library Assistant

Department of Nominated Employee: Library

Describe how the employee has met the general TEAM PLAYER criteria and why you believe the employee deserves the award.

Sharon is genuinely a team player who is extremely committed to her job as a library assistant and is constantly and consistently going above the call of her written responsibilities for her job title. If the restrooms need refreshing during the course of the day before the cleaning service comes at night, Sharon checks daily to assure that the restrooms are presentable for our patrons. Her respect for the coworkers is always gentle and kind. Sharon never displays undesirable activity that causes disruption in the workplace. She is the go- to-player for our library because of her solid judgment and brilliant attention to details. In addition to performing her assigned duties, she troubleshoots for PINES, prepares requisition for supplies and materials for the library, prepares and turns in daily deposit reports to the finance department, and is secretary for the Library Board. Sharon performs confidential administrative duties (Kronos- Time sheet) for the library director including assuming directions or oversight over other department personnel in distributing directives and monitoring programmatic activities. Sharon makes a difference in our work place for always being flexible, trustworthy, understanding and respectful.

Cite specific incidents that relate to the TEAM PLAYER criteria. (Attach additional sheet if needed)

Once we were in need of a lectern for our stage and didn't like any of what we saw from vendors. - Two weeks later, Sharon came to the library with her husband and he had built a beautiful lectern for the meeting room and donated it to library. This generous act of team playing shows that good team players share. She is an active participant in all aspects of the job. Sharon deserves this award because she in inspiring and committed to caring about her team for their upward thrust toward excellence!

Name of Individual Submitting Nomination: Chris Snell Title: Director

Department of Individual Submitting Nomination: _____

Signature of Individual Submitting Nomination: _____

Nominating Individual's Department Head Endorsement:

_____ Date: _____

Please submit form to Steve Rapson, County Administrator