

## **W. CALVIN HORTON SERVICE AWARD INFORMATION SHEET**

Attached is a nomination form to be used for nominating a fellow Town of Chapel Hill employee for the W. Calvin Horton Service Award.

The W. Calvin Horton Service Award was established in 2006 with funds raised by the Foundation for a Sustainable Community, Inc., a not-for-profit charitable corporation under the auspices of the Chapel Hill – Carrboro Chamber of Commerce.

The funds were raised and the Award established to honor the sixteen years of service of Chapel Hill Town Manager W. Calvin Horton. It was the request of Town Manager Horton that the funds raised by the Foundation be used to award Town employees for distinguished service, of at least 10 years.

Consistent with the wishes of Town Manager Horton, the Foundation for a Sustainable Community and the Town of Chapel Hill entered into an agreement that provides for the annual awarding of “one or more cash awards, designated as the W. Calvin Horton Service Award” to “recognize distinguished service by Chapel Hill Town employees”. The nominee should meet the following criteria:

- The nominee should be an employee that has worked for the Town for more than 10 years. If a group of employees is nominated the average length of time should be 10 years.
- The nominee should be recognized by peers as a positive contributor to the successfulness of their crew, team, unit, division and department.
- The nominee should have no formal disciplinary actions against them in the last 10 years.
- The nominee routinely goes above and beyond job expectations in order to help other or accomplish tasks
- The nominee sets examples for others in work ethic, attendance, personal values and relationships.
- The nominee is respected by peers.

The following preferences should also be met:

- The nominee should help to bring credit to the Town and/or his or her organization with exceptional contributions to the community.
- The nominee should contribute outstanding efforts that benefited the town.
- The nominee should serve as a mentor to coworkers, especially new employees.
- The nominee should represent the ideals of service to citizens and peers in everyday demeanor and actions.

Should you choose to nominate a fellow Town employee for the W. Calvin Horton Service Award, please refer to the attached forms for further instructions.



**TOWN OF CHAPEL HILL**

**W. CALVIN HORTON SERVICE AWARD**

**NOMINATION FORM**

Nominee(s): \_\_\_\_\_  
Title(s): \_\_\_\_\_  
Department(s): \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Your Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

I understand that I may be asked by the Town Manager's nominating committee to provide additional, clarifying information pertaining to my nomination and, if asked, I agree to provide such information.

Signature of Nominating Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Citation: Please provide an explanation of why you are nominating this person for the W. Calvin Horton Service Award. How does the nominee meet the criteria for this recognition?

Contribution: Using the criteria for this award, describe the nominee's contribution that you feel may merit this recognition. For example, does this employee go above and beyond job expectation in order to help others or to accomplish tasks? If applicable, please include the time frame in which the contributions were made.

List any other awards or recognition the employee has received (i.e. media recognition, service or other awards).

**Nomination form and application sheet not to exceed 3 pages  
PLEASE COMPLETE AND SUBMIT THIS NOMINATION FORM TO  
Human Resource Development Director  
By November 1, 2009**