

2013 CITY EMPLOYEE OF THE YEAR

klc.org

THE PURPOSE

The Kentucky League of Cities (KLC) award for City Employee of the Year recognizes outstanding workmanship, organization, employee innovation and excellence in local governance. The award brings recognition to Kentucky city employees who perform their duties at a distinguished level to improve their local government and community.

ENTRY INFORMATION

Nominees must be a nonelected full-time employee of a Kentucky city that is a member of KLC. This category covers all city employees including appointed employees (city clerks, managers, administrators, police and fire chiefs, etc.). There is no limit to the number of employees that may be nominated by one person. Nominees must be working in their city capacity on the date of nomination. All nominations must be submitted by Friday, July 26, 2013.

RECOGNITION

Three (3) finalists will be announced prior to the conference. Each finalist will receive two complimentary invitations to attend the KLC Awards Brunch on Friday, October 4, 2013. The winner and first runner-up will be announced at the 2013 KLC Conference & Expo, October 1 - 4 in Lexington.

The winner will receive:

- A donation by KLC to a Kentucky city program/project or qualified charity of the winner's choice in the amount of \$1,000.
- Recognition among hundreds of peers during a presentation ceremony.
- One complimentary registration to the 2013 KLC Conference & Expo transferable among officials and employees representing his/her city.
- Recognition in KLC publications.
- Statewide media recognition, including customized releases for local media.
- Two tickets to the Awards Brunch.

The first runner-up will receive:

- A donation by KLC to a Kentucky city program/project or qualified charity of the first runner-up's choice in the amount of \$250.
- Recognition in KLC publications.
- Two tickets to the Awards Brunch.

JUDGING

Nominations will be judged on the following criteria:

- Level of nominee's ethical principles and conduct.
- The degree to which the nominee is recognized as a role model/example of exceptional public service.
- Exhibits leadership, professionalism, efficiency, innovation and creativity.
- Positive impact on the quality of life in the community.
- Demonstrates a work ethic above and beyond normal job expectations.
- Makes a significant contribution to improving department and city services.
- Demonstrates extraordinary customer service and friendliness when serving the public and when working with coworkers and other city departments.

RULES

1. The nominee must work in a full-time position in a city that is a member of KLC.

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2. One complete copy of the entry must be submitted online, downloaded/faxed to 859.977.3703 or mailed/delivered to KLC.
3. Supplemental materials, if any, should be limited to ten (10) pages or pieces and can include news releases, sample brochures, news or media clippings, or other materials that demonstrate success. Submit color photographs or high resolution images on a CD in either tif or jpeg formats that demonstrate or depict the nominee. Photos may be used in web or print media and will not be returned unless requested. All supplemental materials, if any, should be sent to 100 East Vine Street, Suite 800, Lexington, KY 40507.
4. Completed entries must be received by Friday, July 26 at 5:00 p.m., EDT.
5. All entry materials become property of KLC.
6. Nominations may be made by anyone with either a professional and/or personal relationship with the nominee.
7. KLC will make a donation to a Kentucky city program/project or qualified charity of the winner's choice in the amount of \$1,000. In addition, KLC will make a donation to a Kentucky city or qualified charity of the first runner-up's choice in the amount of \$250. The charity must be a Kentucky nonprofit corporation or a 501 (c) (3) recognized by the Internal Revenue Service and in good standing with the Kentucky Secretary of State; must not be partisan, or sectarian; and must be approved by KLC in its sole discretion.

INSTRUCTIONS

Visit klc.org to complete the nomination form online or print an application. Additional/attached pages may be used to complete application answers and will not be considered part of supplemental entry materials.

Printed applications may be faxed to KLC at 859.977.3703, attn: Terri Johnson by July 26, 2013. Supplemental materials must also be received via mail by July 26 at Kentucky League of Cities, 100 East Vine Street, Suite 800, Lexington, KY 40507.

QUESTIONS

For more information, contact KLC Senior Marketing and Communications Manager, Terri Johnson, at tjohnson@klc.org or 859.977.3784.

DEADLINE

Entries and all supplemental materials must be received at KLC by Friday, July 26, 2013 at 5:00 p.m. EDT.

2013 CITY EMPLOYEE OF THE YEAR APPLICATION FORM

klc.org

NOMINEE INFORMATION

Name _____

Title _____

Member City _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____ Length of Employment _____

Does this person know that he or she is being nominated? Yes No

NOMINATION SHOULD INCLUDE:

1. Brief description of the person nominated.
2. Describe how the nominee has demonstrated outstanding leadership, overcome obstacles, demonstrated innovation and/or simply inspired others to improve his/her community.
3. Describe how the nominee has gone above and beyond his/her assigned duties and responsibilities to impact his/her local government or community.
4. List any projects/programs/accomplishments this person has implemented, improved or participated in that are noteworthy.
5. How has this person made his/her local government more effective/efficient?
6. Describe the way in which this person positively impacts those with whom he/she works.
7. Describe the attributes that make this person outstanding.
8. List any other reasons why this person should be considered for the City Employee of the Year Award.

PREPARER (IF DIFFERENT FROM NOMINEE)

Name _____

Member City _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email Address _____

I, the preparer, hereby attest that the above information is accurate and true to the best of my knowledge.

Signature _____ Date _____