

MEMORANDUM

To: All DPW Employees
From: Owen O’Riordan, Commissioner
Date: April 12, 2017
Subject: Performance Recognition Awards Program 2017

This year we will celebrate the 25th Annual Commissioner's Award for Outstanding Performance during National Public Works Week (May 22nd – 26th).

As in the past, four employees who demonstrate exemplary work performance will be recognized with the presentation of the "Commissioner's Award for Outstanding Performance" at a ceremony and cookout scheduled for Wednesday, May 24th.

Nomination Process

All full-time permanent employees of the Department of Public Works who have at least two (2) years of service with the Department will be eligible.

A standard Nomination Form will be used to describe the individual's accomplishments and why they should be recognized. Nomination Forms are attached, and additional forms are available at the DPW Front Desk and on the website www.cambridgema.gov/theworks.

Who can Nominate?

Individuals may be nominated by supervisors, peers, professional colleagues or others who are familiar with the person's work. Employees may not be nominated by relatives or direct subordinates, nor may they nominate themselves.

Selection Criteria

The selection criteria of individuals for recognition are one or more of the following:

- Attainment of high priority DPW objective(s);
- Exceptional managerial, organizational and/or communications achievements;
- Exemplary leadership;
- Achievement of significant improvements in productivity and/or savings in DPW operations;
- Outstanding performance in DPW daily duties.

*Please help us recognize outstanding employees by submitting a nomination.
Nominations are due by Friday, April 28th (please see form on reverse).*

**THE CITY OF CAMBRIDGE
PUBLIC WORKS DEPARTMENT
COMMISSIONER'S AWARD
FOR OUTSTANDING PERFORMANCE**

Nomination Form

Complete and return to Ruth Mackiewicz by Friday, April 28, 2017

I, _____
(Print Name)

Title: _____

Division: _____

Nominate: _____
(Print Name)

Title: _____

in the _____ Division

I hereby certify that I am **not related** to the person I have nominated above. I also certify that I **do not work** for this person.

Note: Describe briefly but specifically, those exceptional accomplishments that merit the awarding of a citation to the individual you have nominated.