



Employee Recognition and Appreciation Program Nomination Form

(All DCS employees who have been employed at least six months with the Department, that have passed any required certifications, and are in good standing are eligible.)

Date: _____

Category Nomination: _____

Name and Job Title of the Nominee: _____

Nominated by (Name and Phone #): _____

Explanation for Nomination:

Endorsement of Nominee's Supervisor: Yes No

Reason for Supervisor's Response:

Supervisor Signature: _____

Date: _____



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Personnel File

CS-0892

Rev: 04/24



INSTRUCTIONS FOR USE OF FORM

CS-0892

Employee Recognition and Appreciation Program (ERAP) Nomination Form

To submit a nomination, you must do the following:

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- ◆ Complete the Nomination Form
 - ◆ State Reason for Nomination – Listed below are some guidelines for reasons to nominate, but are by no means exclusive:
 - (a) Exemplifies the Department's values
 - (b) Exceptional Customer Service
 - (c) Performance or Service above Normal Duties
 - (d) Positive Attitude
 - (e) Team Player
 - (f) Contribution to a One-Time, Outstanding Effort, Benefiting the Department
 - (g) Improving safety in the workplace
 - (h) Creativity in New and Innovative Methods and Procedures
 - (i) Identifying a Process Improvement
 - (j) Showing Pride in Work
 - (k) Thinking Outside of Self
 - ◆ Have the supervisor of the nominated employee sign the form.
 - ◆ Forward the form to the appropriate ERAP Steering Committee Member listed below, who will verify the nominee is currently in good standing, through the Human Resources Office, and will proceed with the nomination moving forward in the standard voting procedure.



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Steering Committee Members through 2024

Representative	Region
Anna Wilson (chairperson)	Central Office/Child Abuse Hotline
Tracy Durham-Brewington	Davidson Region
Domonica Bryan/Patricia Trentham	East Region
Venus Singleton	Juvenile Justice
Heather Schad	Knox Region
Sandra Y Brown	Mid-Cumberland Region
Josh Dynes	Northeast Region
Alexandria Davis/Leneda Barber	Northwest Region
Latura Alexander/Latara Meadows	Shelby Region
Jessica Collins	Smoky Region
Marina Bojorquez	South Central Region
Christine Porter	Southwest Region
Vicki McKeen	Wilder
Danieal Hess	Upper Cumberland Region
Chloe Hurt	TN Valley

Any nominations submitted regionally for JJ employees can only win either in the region, or for JJ. One employee may not win multiple areas or multiple times in one year.

