

DEC 07 2010

CITY OF GERMANTOWN



Nomination Form

Date: 12-6-10

Employee's Name: Ruby Lake, Sr maintenance worker

Department: Finance and General Services

Nominator's Name: Patrick Lawton, City Administrator
Reyrod Douglas, Facilities Supervisor

Describe how the nominee demonstrates the core values of service excellence, producing A+ results, initiative, responsibility, innovation and teamwork. Please attach this form to your statement which should include detailed examples and be no longer than 2 pages in length. Forms will be accepted by Michele Betty, Executive Secretary.

SPIRIT AWARD - RATING

This section to be completed by Spirit Committee Members Only

Evaluators: _____

- | | | |
|-------------------------|-------------|-------|
| 1. SERVICE EXCELLENCE | Score #1 | _____ |
| 2. PRODUCE "A+" Results | Score #2 | _____ |
| 3. INITIATIVE | Score #3 | _____ |
| 4. RESPONSIBLE | Score #4 | _____ |
| 5. INNOVATIVE | Score # 5 | _____ |
| 6. TEAMWORK | Score # 6 | _____ |
| | Total Score | _____ |

SPIRIT Nomination of Ruby Lake
By Patrick Lawton and Reynold Douglas
December 7, 2010

Service Excellence- Ruby Lake has been employed with the City of Germantown since 1978. She is currently a Senior Maintenance Worker in the Building Maintenance division. Her supervisors consistently describe Ruby as a hard worker who takes pride in her work. The appearance of our public buildings is a reflection of Ruby's hard work and dependability.

Producing A+ Results- The maintenance of our public buildings may not often be seen as a job that grabs the public's attention. However, it is the attention to detail and the little things that truly make our City shine. Ruby is always available to assist her fellow employees and strives to exceed the expectations of City employees and the general public who utilize City facilities. This work is critical to achieve our vision of a sustainable Germantown.

Initiative – All you need to do is watch Ruby work and her attention to detail and you quickly realize her work ethic. Those who directly supervise Ruby note her concern for others and her willingness to improve her job.

Responsible - During her long tenure with the City Ruby has been recognized for her high integrity by her fellow employees as the Employee of the Month on several occasions. She has accomplished this in her own quiet, unassuming ways. Ask Ruby to perform a task and you can count on it being completed correctly and on time.

Innovative – Having worked for the City for 32 years, Ruby has seen a number of changes both in terms of employers and new ideas to accomplish the task. Her endurance and stick-to-it-ness is a statement of ability to accept change and produce results.

Teamwork- Ruby's fellow employees hold her in high esteem. Ask them how they feel about fellow employee and words like hard worker, role model and team player will be used to describe Ruby. She knows her role in the organization and executes it to perfection to support the entire team.