FY 11-3rd

City of Germantown
SPIRIT Nomination Form

Employee's Name: Henry Hampton

Nominator's Name: Lisa A. Piefer

It is with great pride that I submit Henry Hampton for the SPIRIT Award. He epitomizes how we all should all act as a City employees as well as human beings. He makes everyone else's job easier because of the care and efficient way that he does his job. My writing skills aren't as eloquent as others, but I do hope that you all can see how much of an asset that Henry is to the City with the examples below of his "SPIRIT" qualities. I have also attached information from other employees' comments when Henry was being reviewed after his Probationary period which should also help in seeing why he is deserving of this award.

1. Service Excellence
   - Henry always strives to do the best job and maintains a positive, professional image about the City and our department
   - Henry works extremely hard to understand all of the requests that he receives and makes sure that he communicate schedules and times when they will be completed to all involved.
   - Henry communicates effectively with his supervisor and fellow employees about those schedules to ensure that the job gets completed.

2. Producing "A+" Results
   - Henry is the courier for the entire City and has a diverse group of customers to handle. He does this with great multi-tasking skills. He delivers all packets for Planning, DRC, and the Board as well delivering interoffice mail, picking up supplies and bulk mailings for Finance just to name a few.

3. Initiative
   - Henry had a good knowledge of working with Municipalities before his tenure here began. He has since taken that experience and been able to handle most aspects of his position. He has to be a multi-tasked in handling all of the tasks—routine and special requests
   - Henry is a problem solver. He makes common sense decisions whenever necessary to ensure that the job gets done effectively and efficiently.
   - Henry also organizes his schedule to handle all of the routine deliveries that we probably all take for granted. He makes sure that he incorporates all additional requests into the schedule to ensure that it done efficiently (i.e. no wasted or additional trips which cost the City less time and money)

4. Responsible
   - Henry is responsible for using the charge cards for making large purchases (Sam's, Kroger, Wal-Mart, etc.) on behalf of the City as well as deliveries of sensitive materials to attorneys and vendors. He has always done this with highest level of integrity and discretion.
   - Henry is always punctual. When he says that it will be done, it is done usually ahead of schedule.

5. Innovative
   - Henry organized all of the purchasing files in downstairs storage and created a system for easily determining where files are located. He also organized the banners located in the storage so that they can be easily found by staff.
   - Henry has the task of managing the vendor applications. Before his tenure started, the files were disorganized. He has taken on the responsibility of alphabetizing over 8000 plus vendor applications. He has been working on it since he started and has worked to keep the new

vendor information organized. This may not seem like a very important task. But the organization of these vendors not only helps Purchasing because we are handling all vendor forms; but also helps Finance and Accounts Payable with the process of handling 1099 Tax Forms.

6. Teamwork
   - Henry works diligently with everyone to accomplish the task at hand
   - Henry is very conscientious in making sure that he includes everyone in our processes
   - Henry takes the lead on projects whenever necessary
   - Henry is very good at trying to see all sides of the situation and works to make compromises successful
   - Henry is always respectful of other's opinions and jobs

FELLOW EMPLOYEE COMMENTS:

Development - Wade Morgan, Chief Planner- In addition to picking up and delivering our inter-office mail, Henry picks up and delivers the agenda, application and staff report packets for the boards, commissions and subcommittees that the planning staff deals with: Planning Commission, Planning Commission subcommittees, Design Review Commission, Design Review Commission subcommittee and the Board of Zoning Appeals. Henry cooperates with us when there are delays in preparing the packets and calls me to coordinate the pickup of the packets. I am always confident that the agenda packets will get to the correct commissioners.

Finance - Ralph Gabb, Finance Director - Henry is a very conscious and professional in his methods of assistance with various accounting and budget staff. He steps in to assist in the mailing s if accounting staff have questions. I am very appreciative of his assistance and professionalism.

Finance & General Services – Kristen Geiger, Division Director - Henry Hampton has been a wonderful addition to the Finance & General Services staff. From the very first week Henry showed how he is a team player and jumped to assist in moving over 100 banker boxes to the City's off-site storage facility. His dedication, willingness to assist, commitment in completing his responsibilities, respect for all employees and citizens and pleasant disposition makes Henry the true face of a model employee.

Germantown Athletic Club - Deborah Powers - I know everyone at the Club would tell you Henry works very hard, he never complains, I don't think I have ever heard him complain or refuse to do something when he is asked. He has picked up computers and everything else for us to deliver to I.T. and various depts. He doesn't hang out talking or snooping, he's polite and takes his job seriously. He's a keeper!!!

Human Resources - Nelle Earthman, Payroll Technician - I would like to compliment your employee, Henry Hampton. He has such a pleasant demeanor and he is very prompt in getting the supplies that you have requested. If he has to make a special trip for the supplies, he lets you know that it will be coming soon. He is able to do his job without taking up your time or his with small talk. The City is fortunate to have him as an employee

Public Services Department - Bruce Tillman, Assistant Director - I would like to commend Henry Hampton for being an exceptional employee. Henry is always polite and courteous to our staff and field employees during his bi-daily deliveries. When we need to make a purchasing request or desire a pick up, Henry is always receptive and helpful. I can sincerely say that I wish the City had many more employees like Henry, who apparently never misses work and always comes to his job with a kind and professional approach.