



## **DON SMITH AWARD—NOMINATION INSTRUCTIONS**

Established by the Employee Advisory Council (EAC) in 1991, this award honors Donald D. Smith for his 16 years of service, marked by insight and growth, as an EAC Representative.

- The award recognizes individual employees of Fairfax County who have contributed in an outstanding manner to the well-being of their fellow employees.
- Nominators and nominees must be merit employees of Fairfax County who have completed their initial 12-month probationary period.
- Include in the written description if the nominee has previously received the EAC Don Smith Award and the date received.
- Nominations will be accepted from **Monday, October 30, 2023, through Friday, December 1, 2023.**

**Criteria:** **This award is not based on job performance.** The following factors will be considered in determining award recipients:

1. Contributions and accomplishments of nominees, *outside of their regular job duties*, to their fellow employees.
2. The contribution results in *improvement in employee benefits, morale, work environment or work relationships*. The number of employees affected is also considered.
3. The outstanding achievement, dedication, and/or service provided to or on behalf of employees.
4. Nominees' previous receipt of the EAC Don Smith Award; the date and criterion for award.

**Application Process:** In addition to the completed application, please provide a concise statement (**not more than one typed page**) that describes the outstanding services rendered to Fairfax County employees and the time frame during which these services took place. Cite specific examples of the nominee's effort on behalf of employees and the results of those efforts.

Send completed application and statement to Employees Advisory Council, Don Smith Award, c/o Department of Human Resources, 12000 Government Center Parkway, Suite 270, Fairfax, VA 22035-0039 prior to 4:30 p.m. on Friday December 1, 2023.