TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

EL PASO EMPLOYEE COUNCIL

NOMINATION FORM

"You Make a Difference" *Quarterly Employee Award*

Nominee: **Department:** **Phone:**

Please include (1) specific occasion in which the employee demonstrated exceptional service: *(Limit 200 word count)*

Nominator: **Email:**

Choose to remain anonymous ☐

☐ *Quarter 1*: September 1 - November 30 (due July 31)

☐ *Quarter 2:* December 1 – February 28 (due October 31)

☐ *Quarter 3:* March 1 – May 31 (due by January 31)

☐ *Quarter 4:* June 1 – August 31 (due by April 30)

Please save and email completed nomination form to: Elp.EmployeeCouncil@ttuhsc.edu

COMMITTEE USE ONLY			
Date Received	*Date Reviewed*	*Votes*	*Outcome*

1. ☐ Employee has a current performance evaluation on file with HR with an overall rating of at least 5.
2. ☐ Employee must not currently be subject to formal disciplinary action.
3. ☐ Continuous employment with TTUHSC El Paso for a minimum of six months.
4. ☐ Employee has not received award in the previous year.

Nomination limited to one page only