



Municipal Employee of the Year 2020

The Maryland City and County Management Association and the Maryland Municipal League are pleased to announce that they are accepting nominations for the annual Ronald B. Sweitzer Municipal Employee of the Year Award.

Eligibility for Nomination

Nominations for this prestigious award are open to all MML member municipalities. In order to be considered for the award, the nominee must be a current or former municipal employee.

Employees who have been previously nominated, but not selected, may be re-nominated. Town managers and administrators are not eligible. **Only one nomination per municipality may be submitted.**

Criteria for Nomination

The award is intended to recognize high standards of professionalism in service to a municipality and outstanding performance over and above required duty for a single event or program; or for an extended period of time. The following are the guidelines for the nomination:

1. A recipient must have provided a superior service, outstanding performance or performed another action that would take the service out of a typical commendation category.
2. The award may be made for quality service on a single program or over an extended period of time.
3. This service or action must have been provided to the municipality in connection with his/her employment.
4. This award may be made to any classification of employees for physical endeavor, innovative programs, or other measures bringing cost savings and/or efficient operations to the municipality.
5. Candidates' names must be submitted to the selection committee by the city or town administrator, manager, or anyone holding a comparable position by whatever title in the municipality.

Review of Nominations

Nominations will be reviewed based upon a number of criteria such as, but not limited to those listed below. Weighted value will be placed upon continued course of conduct.

- Protection of life, safety or property
- Stewardship of public trust, funds, property, or resources
- Heroism, leadership, cost savings initiatives, public service
- Professionalism, efficiency, quality of service, ethics
- Leadership, sound and consistent decision-making
- Positive impact on the long-term quality of life in the community
- Innovation

Nomination Process

Submit a completed Nomination Form by the close of business on Tuesday, March 17, 2020. Nominations and questions should be e-mailed to the Maryland City/County Management Association Vice-President, Dennis J. Enslinger, at: dennis.enslinger@gaitersburgmd.gov. Please put “MML Employee of the Year 2020” in the subject line.

Notification and Presentation of Award

The Award will be presented during the MML Convention held in Ocean City, MD, during the opening general session on Monday, June 29, 2020.



**Maryland Municipal League
Municipal Employee of the Year 2020
NOMINATION FORM
Deadline: March 17, 2020**

Nominee Name: _____

Municipality: _____

Dates of Service: _____

Current Position: _____

Nominated By: _____

Name: _____

Title (must be Municipal Manager/Administrator, or equivalent):

Municipality: _____

Phone Number: _____

E-mail Address: _____

Using a separate sheet, please provide the following information:

- Briefly describe the nominee and the service he/she provides
- Briefly describe why your nominee should receive this award
- Provide examples of work, testimonies or photographs should be submitted along with this form.

Submissions are limited to the Nomination Form and two additional pages.