

Durham County

Service Pay\$

On the Spot Award

This is intended to recognize employees who have performed good customer service. Department heads should submit this form based on personal observation or feedback from co-workers or the public. Please submit as many, or as often as you like. Cash awards will be made weekly.

Name of Employee _____

Department _____

What was done? _____

How was it done? _____

When was it done? _____

Where was it done? _____

Your Name _____

Department or Address _____

Phone number _____

Submit this form to : Durham County Manager's Office
Attention: Public Information
200 E. Main Street
Durham, NC 27701