

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Kelly Maxwell

Honoree's Job Title: Senior Passport Clerk

Department: District Clerk's Office

Years of Service with the County: 5 years

Why the Honoree is receiving a GEM Award including dates:

Type response here... Ms. Kelly Maxwell is being recognized for her outstanding attendance and punctuality to work each day. For the period September 1, 2013 through July 31, 2014, employee was at her desk and ready to work before her designated start 99.1% of the time. In other words, the employee was only late to work two times during the reporting period. In addition, the employee has used no hours of unscheduled leave during this time. Ms. Maxwell works as the Senior Passport Clerk at the very busy Plano Passport office, and consistently takes the lead in making sure all the equipment is turned on, supplies have been restocked, and the doors are promptly opened for customers at 8:00 am each day. The District Clerk's office is a customer driven office, and we are best able to provide that service when staff is at work, and on time, ready to serve those customers. The District Clerk is appreciative of Ms. Maxwell's dedication and many contributions to the office, and in serving the citizens of Collin County

Approved by elected official or department head on the 22 day of August, 2014

Andrea Thompson
Signature of Elected Official
or Department Head

Andrea Thompson
Printed Name