

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Susan Hayes

Honoree's Job Title: Office Coordinator

Department: Sheriff's Office

Years of Service with the County: 2.2 Yrs.

Why the Honoree is receiving a GEM Award including dates:

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FY 2016 Susan Hayes identified the need to update the Sheriff's Office employee personnel files. In doing so, the ultimate goal will be to reduce file space by eliminating unnecessary documents, place related documents together, and to make files presentable for easier and quick review. She researched file systems and contacted other agencies to determine what would work best for SO then presented an in depth solution with policy recommendations that were approved and are now being adhered to. She has been the sole person working on this project and is currently 65% through the project period (2 yrs.), and is currently ahead of schedule for completion all while staying below the budget presented and requested. Her being able to maintain her normal daily tasks and working on this project warrants her receiving a GEM Award.

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Approved by elected official or department head on the 12th day of Dec., 20 16



Signature of Elected Official  
or Department Head

Terry G. Bos  
Printed Name