

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

Honoree's Name: Jennifer Baxter

Honoree's Job Title: Administrative Secretary

Department: Collin County Sheriff's Office

Years of Service with the County: \_\_\_\_\_

Why the Honoree is receiving a GEM Award including dates:

---

This is written to request that Jennifer Baxter receive a Collin County Going the Extra Mile (GEM) award for her work on the "furniture refresh" project. According to the County website, the purpose of the GEM award is to recognize county employees who "volunteer for an extra or emergency assignment while maintaining one's own workload," "use personal initiative and creativity to solve an unusual problem," and "produce a work product of exceptionally high quality under tight deadlines." Jennifer's efforts on the furniture refresh project check all three of these boxes. Jennifer volunteered to take on this assignment despite the fact that the associated tasks fall outside of the job description for her position. On numerous occasions, while working on this project, she demonstrated personal initiative and creativity to resolve problems and did so on short deadlines while maintaining her daily workload. For these reasons I recommend Jennifer Baxter receive a Collin County GEM award.

---

---

---

---

---

Approved by elected official or department head on the 27<sup>th</sup> day of June, 2019



Signature of Elected Official  
or Department Head



Printed Name