

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Kelley Burts
First Name Middle Initial Last Name

Honoree's Job Title: Payroll Specialist

Department: Sheriff's Office

Years of Service with the County: 19

Kelley began her service with Collin County in 2002 and held a variety of positions in the District Clerk's and Sheriff's Office. In 2018, Kelley promoted to Payroll Specialist and was assigned to the Professional Standards Section.

Kelley has truly excelled in this position! Kelley is very reliable, cheerful, and promotes a positive team environment. Kelley's communication skills with staff and supervisors is excellent. In the past month, she has singlehandedly made over 1400 payroll entries.

Kelley recently identified several concerns regarding payroll processing during a holiday period and was able to develop a solution that allowed the processing to occur correctly.

Kelley consistently strives to carry forward the vision of the unit and message of the Sheriff's Office. Kelley is an invaluable asset to the Sheriff's Office and is deserving of the Employee of the Month award.

Jim Skinner
Signature of Elected Official
Or Department Head

7/29/21

Sheriff Jim Skinner
Printed Name