

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

Honoree's Name: Johna Eldrige
First Name Middle Initial Last Name

Honoree's Job Title: Accounts Clerk

Department: Tax Office

Years of Service with the County: 6.5 mos.

Why the Honoree is receiving a GEM Award including dates:

See separate page attached.

Approved by elected official or department head on the 29th day of Sept, 2025

Scott Grigg
Signature of Elected Official
Or Department Head

Scott Grigg
Printed Name

GEM AWARD
JOHNA ELDRIDGE
September 29, 2025

Why the Honoree is receiving a GEM Award:

Johna completed written user instructions for every aspect of her complex and multifaceted job. She documented every step with explanations and illustrations, and organized the step-by-step instructions in a binder. Her new user manual is thorough and accurate, so that a co-worker could jump in and follow the steps if necessary. She did this without being asked.

What makes this accomplishment extraordinary is that Johna has been a County employee for approximately six months (since March 2025), and she has been in the Accounting Department in her current position less three months (since July 2025). She was able to train for her new position, independently complete her duties, and find the time to create an outstanding user manual in less than 3 months.

Thank you, Johna, for your contribution to our department.

A handwritten signature in blue ink that reads "Judy Dalon". The signature is written in a cursive, flowing style.

Judy Dalon
Financial Operation Supervisor for
Scott Grigg, Collin County Tax Assessor Collector