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City County Human Resources Department

INTER-DEPARTMENT COMMUNICATION

TO	Jennifer Brinkman, Chair	DATE	April 16, 2019
DEPARTMENT	County Commissioners	FROM	Karen Eurich <i>KE</i>
COPIES TO	Kerry Eagan Sara Hoyle Melodie Montiel	DEPARTMENT	Human Resources
		SUBJECT	Exceptional Circumstance Award – Christina Collins

Under provisions of Personnel Rule 17.9(b) Sara Hoyle is requesting a \$500 award for Christina Collins. The enclosed memo from Sara Hoyle explains her reasons for the request. We have investigated the merits of the matter and feel there are exceptional circumstances to support the award. Therefore, we recommend the Commissioners approve the request.

Enclosure



Lincoln/Lancaster County

555 So 10th Street, Suite 107
Lincoln, NE 68508
402-441-6868
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Sara Hoyle Human Services Director
shoyle@lancaster.ne.gov

April 12, 2019

Doug McDaniel
City of Lincoln-Lancaster Human Resources
555 S. 10th St., Suite 302
Lincoln, NE 68508

Re: Request for Exceptional Circumstance Award for Christina Collins


Dear Doug McDaniel:

In accordance with provisions of Section 17.9(b) of the Lancaster County Personnel Rules, I request an exceptional circumstance award in the amount of \$500 for Christina Collins, General Assistance Representative. During the months of March and April of 2019, Christina provided administrative services to the Lancaster County Human Services office while Jenni Ryan was on maternity leave. Because of Christina's willingness to perform this extra work, it was not necessary for Human Services to hire a temporary employee for the period; thereby, saving the County. At the same time, Christina continues to fulfill her duties for General Assistance.

Thank you, in advance, for your support of this important recognition.

Sincerely,


Sara Hoyle
Human Services Director



Doug McDaniel, City-County Human Resources Director

4-16-19

Date

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