

CITY OF LITTLE ROCK


HUMAN RESOURCES DEPARTMENT

500 W. Markham - Suite 130W - Little Rock, Arkansas 72201-1428

(501) 371-4590 λ FAX (501) 371-4496

www.littlerock.gov

TO: ALL DEPARTMENT DIRECTORS

FROM: SHERIDAN RICHARDS, CHIEF PEOPLE OFFICER 

**SUBJECT: 2024 MAHLON A. MARTIN RECIPIENT
NOMINATION AND COMMITTEE APPOINTMENT**

DATE: JANUARY 30, 2024

The deadline to submit nominations for the 2024 Mahlon A. Martin Award recipient is March 6, 2024. The Mahlon A. Martin recipient will be selected from among the 2024 Departmental Employees of the Year and recognized during Employee Recognition Luncheon to be held on May 8, 2024. In the past, the recipient has received \$1,000, a week off work with pay, and a personal parking space.

In addition to your departmental employee of the year nomination, please submit the name of one employee from your department to serve on the Mahlon A. Martin Recipient Selection Committee. This committee will be responsible for the selection of the three semi-finalists to be considered for the award. We will have a meeting to decide the three finalists in the last week of March, in the Human Resources Training Room.

In order to provide the Selection Committee adequate information to review and consider, please complete the attached form for your Department's 2024 Employee of the Year. The attached document is also located on the HR website under [Helpful Documents](#).

Nominations need to be submitted to Nina Hopkins in Human Resources.

Attachments: Nomination Form
Employee Recognition Program Guidelines