



DEPARTMENT OF
HUMAN RESOURCES

To: Department Directors and Managers
From: Sheridan Richards, Human Resources *Sheridan Richards*
Date: March 3, 2025
Subject: 2025 Mahlon A. Martin Award Nominations

The deadline to submit nominations for the **2025 Mahlon A. Martin Award** recipient is **March 14, 2025**. The Mahlon A. Martin recipient will be selected from among the **2024 Departmental Employees of the Year** and recognized during the **Employee Recognition Luncheon on May 14, 2025**.

In the past, the recipient has received:

- \$1,000 cash award
- One week off with pay
- A personal parking space

In addition to your departmental Employee of the Year nomination, please submit the name of one representative from your department to serve on the **Mahlon A. Martin Recipient Selection Committee**. This committee will be responsible for selecting three semi-finalists for the award.

Selection Committee Meeting:

The meeting to finalize the three finalists will be held on **March 21, 2025, at 10:00 AM in the Human Resources Training Room**.

Submission Process:

All nominations must be submitted via **Microsoft Forms** using the link below:

[Submit Your Nomination Here](#)

For any questions, please contact Human Resources at EmployeeAppreciation@littlerock.gov