

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Tynea Kelley

Honoree's Job Title: Administrative Secretary

Department: Juvenile Probation Department

Years of Service with the County: 10 Months

Why the Honoree is receiving a GEM Award including dates:

In only a short period, Mrs. Kelley has proven to be an invaluable addition to the juvenile probation department. Mrs. Kelley is designated to oversee payroll-time in PeopleSoft. Mrs. Kelley has not only learned this important departmental function, but has gone above the call, performing additional duties for all the staff of the juvenile detention center for the past several weeks. The designated time-keeper for the detention center performs this function for approximately 85 staff members. Mrs. Kelley has been completely supportive of the department and her colleagues in the performance of these duties and met the challenge with a great attitude. Unforeseen circumstances has warranted the detention time-keeper to be out of the office for the several weeks and Mrs. Kelley has assumed all of the duties in her absence. Mrs. Kelley performed both duties from September 17 – November 10, 2014.

Approved by elected official or department head on the 24th day of November, 20 14


Signature of Elected Official
or Department Head

H. Lynn Hadnot, Deputy Director
Printed Name