

QUINCY POLICE DEPARTMENT  
EMPLOYEE OF THE MONTH  
MAY 2017



May 1, 2017

To Whom It May Concern,

It is with great pleasure that I announce Ms. Diane McGruder has been selected as Employee of the Month for May 2017.

Diane joined the department on December 15, 2008 and is the Payroll Coordinator for the police department. She has a BA in Political Science and BS in Business Administration from Truman University. Diane was also selected as Employee of the Month in November 2009.

Diane was nominated due to her great demeanor and continuous quality of work. She does an excellent job with payroll, which is entered twice, once into the H.T.E. (Payroll) System and then the On Duty (scheduling software). When there are the very rare discrepancies, she is able to remedy them in a timely fashion. Furthermore, Diane handles her duties with extreme professionalism.

In addition to submitting payroll, Diane is responsible for coordinating special job assignments, the STEP Grant (including applications, correspondence and scheduling), department sign-in sheets and schedules, various reimbursements and pay-outs to personnel, employee pay status and changes, and a variety of other duties. Through all of this Diane is always in a cheerful mood and pleasant to speak with.

Please join me in congratulating Diane McGruder for being selected as the Quincy Police Department's May 2017 Employee of the Month.

  
Robert A. Copley, Chief of Police