



CITY OF DELRAY BEACH

EMPLOYEE OF THE MONTH NOMINATION FORM



(MUST BE SUBMITTED TO THE NOMINEE'S DEPARTMENT HEAD BY *THE LAST FRIDAY OF THE MONTH*)

Name of nominated employee: Janet Meeks

Job Classification: Education Coordinator Dept./Division: Community Improvement/Admin.

Please select one or more of the following guidelines applicable to the nomination:

- Action, service, idea or method that resulted in organizational improvements (saved the City time or money by streamlining a process such as eliminating waste, significantly decreasing expenses or increasing efficiency), and/or;
- Outstanding action that brought public recognition to the City or enhanced the city or department's professional image (returned a citizen's personal property; recognized in the media for "going above and beyond" routine job responsibilities), and/or;
- Displaying overall excellent cooperation toward City goals and objectives (effectively communicating or sharing information/knowledge to other departments/co-workers to achieve a common goal), and/or;
- Going "above and beyond the call of duty" that exceeds nominee's job description (exemplary action outside of work routine that prevented a citizen or co-worker from serious injury or death), and/or;
- Other action warranting city wide recognition.

Please justify the nomination by providing **specific** details (use additional sheets if necessary):

The City of Delray Beach has become a finalist for the nationally-recognized, 2017 All-America City Award due to the hard work and dedication of Janet Meeks, the City's Education Coordinator.

The 2017 All-America City Award process started in 2012 when the City joined the national call to action to participate in the Campaign for Grade-Level Reading to increase the number of students reading on grade-level by 3rd grade. Janet has been working on the Campaign over the past 5 years and has been implementing the strategies outlined in the City's Community Solutions Action Plan (CSAP), which has resulted in City-wide, measurable progress to reduce the number of children absent from school and preventing summer reading slide for approximately 1,000 children, just to mention a few successes. The CSAP is attached for reference.

Michael Coleman
Submitted by : (Print Name)


Signature

4/14/2017
Date

Community Improvement
Department / Division

coleman@mydelraybeach.com
Email Address

Anonymous or self-nominations will not be accepted



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(THIS SECTION TO BE COMPLETED BY DEPARTMENT HEAD)

Instructions: Select yes or no after each question and provide an explanation or comment. The Department Head is responsible to ensure the form is returned to the Human Resources Department by **5:00pm on the first business day of the month.**

DESCRIPTION	YES	NO
Has the employee completed all regular and special duties as required including adherence to the City's Rules and Regulations?	X	
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	X	
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		X
Are there any disciplinary action pending involving this employee?		X

Department Head Comments: (use additional sheets if necessary)

Janet Meeks is extremely deserving of this award and recognition for all of her hard work, determination and passion for education, which she has demonstrated over the past 27 years as the Education Coordinator for the City of Delray Beach. Being a finalist for another All-America City Award is a huge benefit for the City of Delray Beach and its citizens due the national publicity and honor this award holds.

Michael Coleman
Department Head



Signature

4/14/2017
Date

This Area To Be Completed By Human Resources

Human Resources will reviewed the employee's file to verify eligibility

Approved

Disapproved

Human Resources Director

Signature

Date