



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: Verna Harris

Job Classification: Rec. Supervisor I Dept./Division: Parks and Recreation

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):

Recreation Supervisor I – Verna Harris recently planned a trip for the Pompey Park Senior Club on April
15-17, 2016. The trip was special because Verna knows that some of her seniors have probably never left
The City of Delray Beach. Verna only charged each individual \$100 for a 2 night stay that covered at least
Their hotel stay and bus ride. She wanted to make this trip very feasible. To ensure a great trip, she did
A couple of things. First off, she fundraised over \$8000 so that the rest of the expenses can be covered,
ALONE!!!! Also, she made snack bags for every individual on the bus for the trip. Also, she had a
Sponsored breakfast set up with cook to order food before departure. I believe Verna did a great job
As always with her Pompey Park Senior Club, but I saw something in her eyes for this trip. She really
Wanted this for her program. I saw pride, determination, and a go get it attitude. I loved it.

Rashod Smith
Submitted by : (Print Name)

Rashod Smith
Signature

5/24/2016
Date

Parks and Recreation
Department / Division

smithra@mydelraybeach.com
Email Address

Anonymous or self-nominations will not be accepted



CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



(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)

Verna Harris is an asset to the Parks & Recreation Department. She regularly goes above and beyond to ensure that all of the Senior Club participants and participants at Pompey Park have a pleasurable experience. Verna exudes positivity and is always kind, courteous, and caring. She values each and every member of the Senior Club and treats them with the utmost respect. Verna is always looking for new, innovative program ideas and is always willing to find sponsors to help support programs which may be unbudgeted or under-budgeted. Parks & Recreation is blessed to have Verna as part of our TEAM.

Suzanne Fisher

Department Head

Suzanne Fisher
Signature

05/24/2016

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



CITY OF DELRAY BEACH

EMPLOYEE OF THE MONTH NOMINATION FORM



Enrique Fernandez, Code Enforcement
Supervisor

Submitted by : (Print Name)


Signature

5/23/16

Date

Community Improvement/Code Enforcement
Department / Division

fernandeze@mydelraybeach.com
Email Address

Anonymous or self-nominations will not be accepted



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: Darcy Tyson

Job Classification: Code Enforcement 588 Dept./Division: Community Improvement/Code Enf.

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):

I want to recommend Darcy L Tyson for the nomination of Employee of the month.
Darcy is a top performer and a problem solving individual who requires minimum supervision.

The three actions that makes Darcy a candidate for employee of the month area as follows:

Consistency on conducting Rental Housing Inspections. In conjunction with Lt Sapino from the Police Department, she has helped identify Rental Properties where criminal activities had been performed (drugs and prostitution). By conducting Interior Rental Housing Inspection, City of Delray Police Department has been able to act on these issues. Without Darcy's help Police Department would not be able to address them.

SW Area clean-up of alleyways and "Hot spot" properties through her area of assignment, with the help of Sanitation Officers, Code Enforcement Officers and Police Department. In addition, Darcy is proactive in resolving issues without been told, such as identifying and removing of Homeless Camps (25th NW 8th Avenue), monitoring Auburn Trace buildings for maintenance and improvement of property, Graffiti removal in the absence of Sanitation Officer and monitor Haynes House for rehab.

Darcy displays the confidence needed to face the toughest leadership challenges. She takes ownership in training new employees by showing them how to present at Code Board Hearings, how to research and issue complex violations notices and how to tour Code Officers areas of responsibility. Darcy encourages employees to do their best and she makes herself available to them.



CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



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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)

Edman Department Head [Signature] Signature 5/25/16 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