



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:

Terra Couzens

Job Classification: Community
Improvement Specialist

Dept./Division: Neighborhood & Community
Services

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 am nominating Terra Couzens for employee of the month.

When the alarm specialist left the city, Terra handled all payments and processing of alarms. Terra has worked many hours of overtime to ensure that the payments are processed timely. A new employee was hired for alarms and Terra was asked to train the new hire, which she did without hesitation.

Within the same month our landlord permit specialist had to take leave and has not returned to work. This was during renewal season for our landlord permit division. Terra has taken on this role as well. Terra has been handling multiple jobs for a couple of months and never once has she complained. She is still working overtime each week and I would like her to be nominated to let her know how much we all appreciate what she is doing for the department.

Janet Kent

Submitted by : Janet Kent

Janet Kent

Signature

11-15-22

Date

Neighborhood & Community Services / Code
Department / Division

kentj@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?	☒	☐
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	☒	☐
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?	☐	☒
Are there any disciplinary action pending involving this employee?	☐	☒

Department Head Comments: (use additional sheets if necessary)

Terra has demonstrated true leadership over the past several months. She has taken the initiative and stepped up to help our BTR office due to a staffing shortage. She continues to exhibit quiet competence and leadership in her new efforts while handling her regular duties. Excellent team play on her part!

Samantha L. Wattham → Signature *12/9/2022* Date
Department Head
Samantha L. Wattham

This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

[Signature]
Human Resources Director

for DD
Signature

12/29/22
Date