



## 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:

Oscar Dominguez

Job Classification: Technical Services Manager Dept./Division: Fire

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)

Both the laptops and the program used to support stress test for Fire and Police annual and new hire physicals is outdated. Both laptops are operating under Windows 7 which is no longer supported by Microsoft and the software program used to compile the test results is no longer available. This equipment belongs to the City being transferred to the Clinic when the facility opened. HR had been working with Concentra to update/replace the both the laptops and software. However, before replacements could be found, both crashed. This caused a delay in the completion of Police and Fire Annual and New Hire Physical as the required stress test could not be completed.

Learning of this issue, Oscar immediately offered his assistance. He went to the Clinic to check the computers and to see if he could do anything to make them work. He successfully restarted one, however the second could not be restarted. HR and Concentra began looking for a replacement laptop with the Windows 7 operating system. Unfortunately one could not be found. Oscar was able to locate an old laptop in storage with the correct Windows 7 operating system. He made sure the laptop was operational and with some hard work was able to transfer the software from the hard drive of the broken laptop to the new laptop, allowing the Clinic to once again complete the appropriate testing. Additionally, Oscar was able to transfer from the broken laptop, the physical history it contained.

We are very grateful for Oscar's attention to this issue and truly appreciate his willingness to help with what was thought to be an almost unsolvable problem. For his teamwork, innovation and service, I nominate Oscar Dominguez for Employee of the Month.



CITY OF DELRAY BEACH  
EMPLOYEE OF THE MONTH NOMINATION FORM



Chief Tomey Duane D Andrea  
Submitted by (Print Name)

*Chief Tomey*  
Signature

June 5 2019  
Date

Fire Human Resources  
Department / Division

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[dandread@mydelraybeach.com](mailto:dandread@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)

*Nothing to add.*

*[Signature]*  
Department Head

Signature

*6/5/19*  
Date

This Area To Be Completed By Human Resources		
Human Resources will reviewed the employee's file to verify eligibility		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
<i>[Signature]</i> Human Resources Director	<i>[Signature]</i> Signature	 Date