



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: Nora Emmanuel

Job Classification: Public Information Coordinator Dept./Division: City Manager's Office

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):

Nora has exhibited extraordinary effort in reaching our community and improving the City's image in region.

In addition to her normal duties, she has successfully project managed the website revamp process, successfully engaging more than 400 residents in a community survey and more than 500 to vote on the final website design. Her unique efforts to engage the community, caught the eye of the Sun Sentinel both

in April and May. She also launched The WAVE, the new City newsletter which has received positive feedback from the Mayor and community at large.

In addition, Nora also help walk a frustrated customer through the committee board process online application, both troubleshooting an issue with the browser in Internet Explorer and the difference in Chrome.

Her outstanding level of customer service also helped the City and IT better understand opportunities for improvement and efficiencies moving forward.

India Adams Submitted by : (Print Name) [Signature] Signature 6/6/18 Date
City Manager's Office Department / Division adamsin@mydelraybeach.com Email Address



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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?		
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)

Mark Sawyer
Department Head
City Manager
Signature
6/5/18
Date

This Area To Be Completed By Human Resources

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

Approved
 Disapproved

Sharon Schubert
Human Resources Director
Signature
6/25/18
Date