



# City Of Delray Beach

## M E M O R A N D U M

**TO:** Terrence Moore, City Manager

**THROUGH:** Duane D'Andrea, Human Resources Director

**FROM:** Hugh Dunkley, Chief Financial Officer

**DATE:** July 16, 2024

**SUBJECT:** Performance Award Nomination – Glenda Rivera

In accordance with Administrative Policy GA-43 *Exemplary Employee Performance Award*, I am nominating Glenda Rivera, Senior Accountant, to receive an award.

Ms. Rivera meets all of the criteria for eligibility:

- She has 31 years of full time service and over four years of part time service with the City's Finance Department.
- Her dependability and reliability are consistently rated as outstanding.
- She embraces and adheres to the SPIRIT core values
- She takes initiative and leadership beyond the level expected of her position
- She adheres to the Code of Ethics at all times.
- She displays an outstanding level of teamwork and cooperation toward fellow employees to attain the goals of the City.
- Her actions demonstrate outstanding stewardship of all resources.

Ms. Rivera's most recent accomplishment is the implementation of UKG Timekeeping System. Her knowledge in the payroll field was instrumental in transferring information from the Tyler system to the new UKG timekeeping system. She was the primary contact between the City of Delray Beach and UKG. Her outstanding performance and unwavering commitment to our team had a significant impact on the overall project.

Ms. Rivera provided information such as pay policies, pay codes, pay rules, accrual data, and overall system configuration details that were key to the implementation. In order to meet deadlines and keep up with meetings with the UKG team, she worked diligently and often on her own time.

It was a learning curve for all those involved and Ms. Rivera followed up on employees while they were being trained in the use of the timekeeping system and was always available to help with any corrections or guidance needed. She is unfailingly kind, respectful and proactive in all of her dealings. The success of the UKG implementation is due in no small part to Glenda's leadership.

I am requesting that Ms. Rivera be awarded a performance bonus of 5% of her annual salary, \$2,993.00

Glenda Rivera Performance Award  
July 16, 2024  
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Thank you for your consideration.

Approved       Not Approved



\_\_\_\_\_  
Duane D'Andrea, Human Resources Director

Date: 7-16-24

Approved       Not Approved



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Terrence Moore, City Manager

Date: 16/07/24






# Nomination Exemplary Performance Award Rivera

Final Audit Report

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