



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: Karen Schell

Job Classification: ⁰⁰⁸¹⁴ Pension Admin Dept./Division: Finance

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):

See attached

Barbara Carlson
Submitted by : (Print Name)

Barbara Carlson 2-10-16
Signature Date

Finance
Department / Division

carlson@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)

Warner takes all necessary steps to
insure that all reporting deadlines are
met and that employees receive accurate
and timely information and advice.

Department Head

JAEL WARNER

Signature

2-10-16

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

In October 2015, the City received an email regarding potential unclaimed property belonging to the Police and Fire Pension Plan.

Karen Schell began working on it immediately. Since it involved the recovery Pension Plan assets, she forwarded the email and all support she had in her possession to the Plan Administrator to handle. The Plan Administrator is responsible for all fiduciary functions of the Pension Plan.

Within two weeks, after not much progress had been made, Karen decided to take the lead to recover the funds since the amount owed to the Plan was so large. It was an enormous undertaking, and consisted of Karen working overtime for several months to fully understand the issue and decide on a course of action to follow. Karen made numerous phone calls and sent emails to the Plan's current investment manager trying to obtain information about Plan assets prior to them taking over, she requested & manually searched through old storage boxes to find Plan investment statements dating as far back as 2003, she located & read old Board Minutes to determine who was the Plan's investment custodian in prior years, and she researched which banks merged with and/or acquired other banks to determine which bank ultimately had Plan assets.

After much communication with the Bureau of Unclaimed Property, she was able to provide sufficient documentation to prove that the Pension Plan was the actual owner of the funds.

In January 2016, the Plan received a check from the State of Florida for \$95, 669.03 for unclaimed property. This is due solely to Karen's take-charge attitude, relentless determination, hard work, and outstanding analytical skills to piece this puzzle together.

After many long hours, it was certainly a job well done!

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT
	430000	AP	C6000017907	8600	01/05/16	06103
						PAYMENT AMOUNT \$ 95,669.03

CITY OF DELRAY BEACH POLICE AND
FIREFIGHTERS RETIREMENT SYSTEM
ATTN KAREN SCHELL
100 NW 1ST AVE
DELRAY BEACH FL 33444

AGENCY DOCUMENT NO
UP17574

*I am pleased to help return your property to you. Visit www.fltreasurehunt.org
to see if we are holding unclaimed property for your family and friends.*

Jeff Atwater, Chief Financial Officer, State of Florida

PLEASE DIRECT QUESTIONS TO: (850) 413-5555, DEPT. OF FINANCIAL SERVICES - UNCLAIMED PROPERTY

INVOICE NUMBER	AMOUNT
3810016	\$ 95,669.03

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC



PAY

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES

NINETY-FIVE-THOUSAND-SIX-HUNDRED-SIXTY-NINE & 03/100 DOLLARS

DATE 01/05/16 WARRANT NO 64-0610372-0 64-975 612

VOID AFTER 12 MONTHS

4-23 658 240
AMOUNT

*****95,669.03

TO THE
ORDER OF

CITY OF DELRAY BEACH POLICE AND
FIREFIGHTERS RETIREMENT SYSTEM
ATTN KAREN SCHELL
100 NW 1ST AVE
DELRAY BEACH FL 33444

EXPENSE WARRANT

TO: DIVISION OF TREASURY
TALLAHASSEE


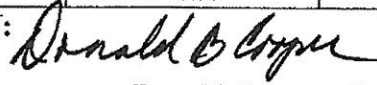
JEFF ATWATER, CHIEF FINANCIAL OFFICER



February 2016 Employee of the Month Ballot Totals

<u>NOMINEE'S NAME</u>	<u>DEPARTMENT</u>	<u>TOTALS</u>
1. Prentice Mobley	Parks & Rec	4
2. Beverly Wright	Police Department	0
3. Karen Schell	Finance	5
4. Enrique Fernandez	Community Improvement	5

**Karen Schell through a tie break is the Employee of the Month
for February 2016**

City of Delray Beach 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT: Employee Recognition Program	
	NUMBER GA-11	REVISIONS 5	EFFECTIVE DATE: 01/01/2016	PAGE 1 OF 4
	SUPERSEDES Rev. 4	APPROVED BY:  Donald Cooper, City Manager		

GA-11.0 PURPOSE:

The City of Delray Beach Employee Recognition Program is to award and recognize employees who provide outstanding service to our City and whose performance is truly exceptional and extraordinary in following the City's Core Beliefs of Exceptional *Service* through *Performance* by acting with *Integrity*, being *Responsible*, taking *Innovative* action, and practicing *Teamwork*.

GA-11.1 Employee of the Month

A. Nomination Criteria

A nomination for Employee of the Month must meet the following criteria:

1. Employee must not have received any documented disciplinary action during the nominating year, nor have any disciplinary action pending.
2. Employee must have a performance evaluation rating of satisfactory or higher on their last evaluation.
3. Employee must not have been found negligent in a safety accident/incident during the nominating year, or be involved in a pending safety accident/incident in which negligence appears to be a factor.
4. Employee can only win the award one time during the nominating year, and therefore cannot be nominated again during the same year in which they have won.
5. Employee must have completed all special and regular duties as required, including adhering to the City's Rules and Regulations, maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives, and displayed courteous service dealing with the public, co-workers, and outside agencies.
6. The nomination must clearly identify and describe the specific incident, action, completed project, or extended period in which the employee's involvement exceeded the job description in a manner warranting recognition.

B. Nomination Procedure

1. Any current non-supervisory employee may be nominated by any other current employee by completing the Employee of the Month Nomination Form.
2. Nominations must be submitted to the nominee's Department Head no later than 5:00pm on the last business day of the month.
3. The Department Head will ensure the nominee meets all of the criteria listed in Section A of this policy. If approved, the nominations are forwarded to Human Resources.
4. Human Resources will compile the nominations and assemble the Selection Committee to meet during the first week of each month.

C. Selection Committee and Process

1. The Selection Committee will consist of all Department Heads or their designees, chaired by a representative from Human Resources.
2. The committee members will discuss the nominations and by paper ballot, the members will vote for one nominee for Employee of the Month.
3. The employee with the most votes will be declared the Employee of the Month.
4. In the event of a tie, another vote will be taken with only those nominees who are tied until one winner is achieved.

D. Award Process

1. The Human Resources representative will notify the Employee of the Month of their award and schedule a presentation at the next available City Commission meeting.
2. The Employee of the Month's Department Head will speak on their behalf and present them with a plaque at the Commission Meeting.
3. The Employee of the Month will receive a voucher for eight (8) hours off, which must be used within one year and scheduled with supervisor approval.

GA-11.2 Employee of the Year Award

A. Selection and Process

1. By January 15 of each year, the Selection Committee will convene to select an employee of the year.
2. All winners of the Employee of the Month award during the previous calendar year will be reviewed and considered. The committee members will discuss the nominations and by paper ballot, the members will vote for one nominee for Employee of the Year.
3. The employee with the most votes will be declared the Employee of the Year.
4. In the event of a tie, another vote will be taken with only those nominees who are tied until one winner is achieved.
5. The results of the selection will be kept secret until the Employee of the Year presentation and/or celebration.

B. Award Process

1. Human Resources Department will coordinate the Annual Award Event, which will be scaled to fit available funding. The event will feature the announcement of the Employee of Year and honor all the monthly award winners.
2. City Commission and Department Heads will present the awards to the honored employees.
3. The Employee of the Year will receive a voucher for twenty-four (24) hours off, which must be used within one year and scheduled with supervisor approval.
4. All employees being honored will receive a trophy.
5. A formal presentation of the Employee of the Year Award will be scheduled for the next scheduled City Commission Meeting.

GA-11.3 Instant Recognitions

- A. Any supervisor may recognize an employee for doing an outstanding job and exceeding expectations, but not necessarily meeting the guidelines to receive a nomination for Employee of the Month. When such an occasion happens, the supervisor will complete the "SPIRIT Instant Recognition Form" (Exhibit B) and

include a brief explanation as to why the employee qualifies to receive such recognition.

- B. The employee receiving the award will take the completed form (4 parts) to the Human Resources Department. The Human Resources Department will issue a \$25 gift card to the employee, give the employee the white copy, and forward one copy to the Department Head and one copy to Payroll. Gift cards will be taxed as income.
- C. Human Resources will be responsible for maintaining a supply of gift cards according to the budgeted funds and providing a monthly report to the City Manager listing the names of employees who received recognition.
- D. If an employee receives an Instant Recognition, he/she will not be eligible for an Employee of the Month award involving the reason they received the Instant Recognition.

GA-11.5 SPIRIT Comment Cards

SPIRIT Comment Cards (Exhibit C) are available at various locations throughout the City and provide the opportunity for anyone to report a SPIRIT sighting to an employee's supervisor. SPIRIT Comment Cards may be used as supporting documentation for an Employee of the Month nomination or a SPIRIT Instant Recognition.