



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: Here is the list of the personnel that worked the parade:

Stanley Baker
Elauterio Rodriguez
Donald White
Dwayne Williams
Shawn Laudadio
Billy Worthy
Frank Banks
Eugene Tarver
Dericki Jones
Mike Hurd
Luther Barber
Randy Murray
Haskel Davis
Travis Hodges
Leony Constant

Job Classification: _____ Dept./Division: Environmental 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):

The nominees, noted above, went above and beyond to help set-up and take down the parade barricades before the annual Holiday Parade On Saturday December 10, 2016. They worked so expeditiously that they performed the set-up and take down in record time. The road was reopened for service less than 45 minutes after the conclusion of the parade. Each ESD staff member, noted above, was kind, courteous, and worked with a smile throughout the day and night. Parks &



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Recreation truly appreciates their cooperation and dedication to get this grueling job done quickly and efficiently, all while remaining happy and providing excellent customer service to not only Parks & Recreation, but also the many citizens who inquired about the barricades and the pending parade. These individuals truly deserve to be recognized for the amazing work they performed to help the Holiday Parade be successful.

<u>Suzanne Fishere</u>	<u></u>	<u>12/19/16</u>
Submitted by : (Print Name)	Signature	Date
<u>Parks & Recreation</u>	<u>fishere@mydelraybeach.com</u>	
Department / Division	Email Address	

Anonymous or self-nominations will not be accepted



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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?	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)

I feel that the individuals listed all worked with an incredible spirit of cooperation. They worked tirelessly to complete this job in record time. They also showed the citizens of Delray Beach that they have a true passion for the city.

Joseph A. Frantz
Department Head

Joseph G. Frantz
Signature

12-15-16
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