



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: Ditmar Ingram

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

Since the beginning of the pandemic Ditmar has time and time again working within the Communications department and in collaboration with various other departments. Ditmar has been a part of creating more than 100 videos for the city this year. In December, he helped shoot and edit two holiday videos, For the 100' Christmas Tree and the Menorah Lighting, as well as multiple Delray Beach Update videos. His professionalism, creativity and collaborative approach are an asset to the Communications Department and the City as a whole.

Gina Carter
Submitted by: (Print Name)

Gina Carter
Signature

12/29/2020
Date

Public Information Office
Department / Division

carterg@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?	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)

<u>Gina Carter</u>	<i>Gina Carter</i>	<u>12/29/2020</u>
Department Head	Signature	Date

This Area To Be Completed By Human Resources

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

Approved
 Disapproved

<i>[Signature]</i>		<u>1/22/20</u>
Human Resources Director	Signature	Date