



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:

Todd Clancy

Job Classification: Police Officer

Dept./Division: Police

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):

During the month of December 2015, Officer Clancy was working when he heard about a single mother with seven children who lost everything in a house fire. He researched and found out how to make contact with her and her children. He met with her while she was being temporarily housed in a hotel. He immediately went into action and made our department employees aware of the situation. He was flooded with donations that included beds, dining room furniture, household items, toiletries, cloths, toys, gift cards and other furniture. He personally made trips to each location to pick the items up and deliver them to the mother, who was being re-located to a home. Further, he transported the entire family to the Cool Clothes Closet who provides quality clothing at no cost. They obtained seven large bags of clothing. Officer Clancy also reached out to the organization, "Little Smiles" who donated approximately 30 gifts for the family for Christmas. The actions Officer Clancy took assisted a family that was in great need. His kindness made a difference to this family and reflects highly upon him and the Delray Beach Police Department.

Rachel Saunders

Submitted by : (Print Name)

Rachel Saunders

Signature

01/12/16

Date

Police / Community Response

Department / Division

saunders@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)

outstanding work! Proud of Todd.

Jeff Goldman
Department Head


Signature

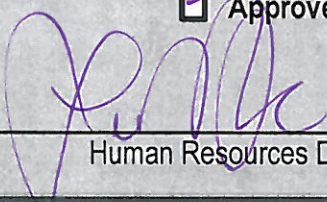
1/12/16
Date

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



January 2016 Employee of the Month Ballot Totals

<u>NOMINEE'S NAME</u>	<u>DEPARTMENT</u>	<u>TOTALS</u>
1. Lukell Jackson	Parks & Rec	0
2. Glenda Rivera	Accountant	1
3. Todd Clancy	Police Officer	9
4. Dot Bast	Talent Manager	1

Mr. Todd Clancy is Employee of the Month for January 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

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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.