



# 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:

Rafael Rodrigues

Job Classification: Help Desk

Dept./Division: I T Department

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):

Rafael displayed teamwork, and dedication to the City of Delray

Beach during a time period when IT was drastically undermanned. He displayed

leadership skills, by accepting responsibilities for Tyler, Laserfiche, and AS400 without being asked.

Also during this time period, the helpdesk started the deployment of Windows 11 computer to the city and laptops for Mobile Work Force, and still supporting the Commission and Planning and Zoning meetings.

Dennis Zannucci

Submitted by : (Print Name)

Signature

4/14/2022

Date

IT

Department / Division

zannuccid@mydelraybeach.com

Email Address



# 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)

Rafael has been a rock of dependability since he started with the City during the worst parts of the COVID pandemic. He's responsible for providing frontline technical support to all employees across the City including our elected officials. He has consistently been willing to take on any task sent his way and always comes through.

Jay Stacy

Department Head

Signature

4/22/2022

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

5-26-22

Date