



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:

Dexter St. Louis

Job Classification: **Building Maintenance
Worker**

Dept./Division: **Parks & Rec Pompey Park**

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):

Dexter has an amazing attitude towards the City and his job. He takes great pride in Pompey Park and was a tremendous help to the Benefits team before, during and after the Employee Health Fair.

The gym was cleaned and ready when we got there and whatever we needed, Dexter was there. Setting up the games, fixing microphones, cleaning up messes and helping with tear down – his customer service was amazing.

We are grateful for Dexter's assistance and we admire his work ethic and character. The City is fortunate to have him on our team!

Alexa DeFranco and BJ Clay
Submitted by : (Print Name)

BJ Clay
Signature

11/4/22
Date

Human Resources
Department / Division

defrancoa@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?		
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?		
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		
Are there any disciplinary action pending involving this employee?		

Department Head Comments: (use additional sheets if necessary)

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

Human Resources Director

Signature

Date