



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: Jessica Hartel

Job Classification: Civil Service, Hourly, IT Dept./Division: Information Technology
Non-Management

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):

Jessica is the primary IT Technical Support Specialist For our
helpdesk team. You will be hard-pressed to find someone in the
City that doesn't know who she is. Her friendly, supportive demeanor
coupled with her technical skills and attention to detail make
her a trusted member of not just our department but the entire City.
For example, on multiple occasions Jessica has stayed late during
Commission meetings on Tuesday nights from start to finish to
ensure smooth sessions from a technology perspective. I feel this
is just one of the many attributes that illustrate Jessica's commitment
towards helping the city achieve its goals.

Alexander Gamma III

Submitted by : (Print Name)

Alexander Gamma III

Signature

07/27/17

Date

Information Technology (IT)

Department / Division

gammaa@mydelraybeach.com

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?	✓	
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)

Jessica is an exemplary employee and is dedicated to the success of the City's mission.
Jessica has recently returned from her annual training as a Senior Non Commissioned Officer in the Air Force Reserve.
We appreciate her work at the City as well as her continuing military service.

Mickey Baker
Department Head


Signature

7/31/2017
Date

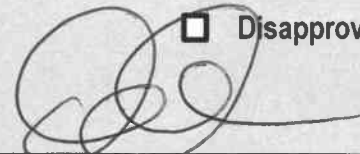
This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

D. J. Anderson
Human Resources Director


Signature

8-4-17
Date