



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: Sherry Dungey

Job Classification: Treasury Specialist Dept./Division: Finance

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):

I wish to nominate Sherry Dungey as she is an extremely committed and hard-working employee who cares about the City and her fellow employees. She has had to learn a new payroll system, input employee data in the new system, close out the old system, and still manages to be of assistance to her fellow co-workers when needed. She truly personifies the spirit of going above and beyond, handling every task that is given to her, pleasantly and professionally.

Arla R. Witherwax
Submitted by : (Print Name)

Arla R. Witherwax
Signature

10-24-2017
Date

Police / Investigative
Department / Division

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

Department Head Comments: (use additional sheets if necessary)

Well deserved recognition of a high producing team member. Thank you Sherry!

[Signature]
Department Head

[Signature]
Signature

10/27/2017
Date

This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

[Signature]
Human Resources Director

Sharon Liebowitz
Signature

11/6/17
Date