



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: Curtis Duncan

Job Classification: Building Maint. II Dept./Division:

Dept./Division Building Maintenance

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):

My work in the Clerk's Office involves a lot of moving of boxes between facilities and with third party
vendors. Curtis is always very cheerful, positive and goal-oriented. He communicates very clearly and
works effectively as a supervisor. I recently had the need to have the records warehouse cleaned and
sprayed for bugs and vermin. Before he started his team's work for the day, he checked in with me about
my specific needs relative to the preservation of box contents. On another occasion there was a need to
process/move a total of 400 boxes, many exceeding 80 pounds, to a truck for shredding of documents.
Mr. Duncan was an effective team leader, directing staff in the proper technique for lifting without being
overbearing. In summary, it is a pleasure to work with Curtis on any project. He effortlessly brings
his team together to produce excellent results.

Peter Richardson

Submitted by : (Print Name)

Signature

12/20/2017

Date

City Clerk's Office

Department / Division

richardsonp@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)

Curtis has always been an exceptional employee.
He has a "can/do" attitude that is refreshing.

Joseph Frantz
Department Head

Joseph Frantz
Signature

1-2-18
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