



# 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: Jennifer Costello

Job Classification: \_\_\_\_\_ Dept./Division: Community Improvement Project Administrator

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):

Jennifer Costello works diligently to make sure every event runs like clockwork. One of the most recent events that she managed was Storytime with Santa at Pompey Park. She organized all the volunteers and made the necessary arrangements for food and donations of blankets for the children of the community. Everyone had a wonderful time and were able to meet Santa personally!

Also, during the Holiday Season, Jennifer coordinated and managed a trip to Walmart for five families to pick out donated Christmas Gifts.

Ellen De Lima

Submitted by : (Print Name)

Ellen De Lima

Signature

2/7/18

Date



# 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)

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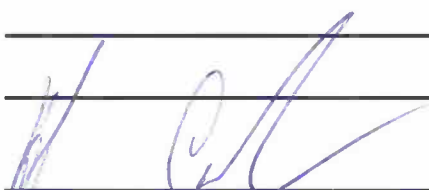
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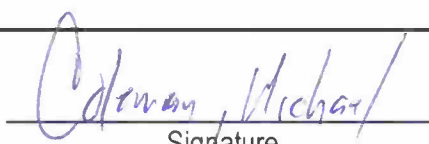
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Department Head

  
Signature

2/8/18  
Date

## This Area To Be Completed By Human Resources

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

☐ Approved

☐ Disapproved

Human Resources Director

Signature

Date