



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: Miglena Hooks

Job Classification: IT Tech Support Analyst 1 Dept./Division: IT

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):

Miglena consistently goes above and beyond the call of duty by putting the needs of the City above her own. For example, she stayed until 7pm to assist a co-worker with a Virus removal from a phishing e-mail outbreak. Additionally, on Commission Meeting days she works a full day and remains on hand to support the City Clerk and Commissioners. Furthermore, she loves to learn and uses her knowledge to quickly resolve user issues. See attached feedback from Water/Sewer Manager Angel Farinas for an example. Miglena exceeds expectations daily and you will be hard pressed to find someone who doesn't remember her.

Alexander Gamma III
Submitted by: (Print Name)

[Signature]
Signature

5/11/18
Date

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?	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)

Miglena never hesitates to take on additional tasks and complete them.
She has a "can do" attitude and is a true team player

Mickey Baker

Department Head


Signature

5-11-2018

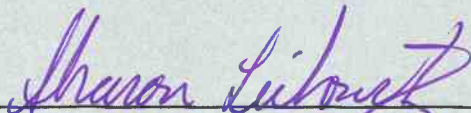
Date

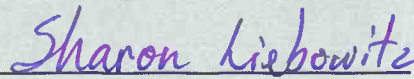
This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved


Human Resources Director


Signature

5/18/18
Date