



# 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: Juan Vazquez

Job Classification: Electrician

Dept./Division: Public Works

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):

Juan Vazquez has gone above and beyond his standard work duties by helping the aquatic department  
replace the electrical breaker panel at the pool at the Delray Swim & Tennis Center. This task could have  
been outsourced, but Juan performed this in-house, troubleshot the issue, and made the replacement, thus  
Saving the City thousands of dollars and time. The pool was only down for 2 days versus a week or more if  
An outside contractor had to be brought in to do the work. Juan stayed late (after 5pm) to ensure that the  
Work was done quickly. He followed up days later to make sure that the system was operating correctly.  
Juan has also taken on the heater replacement project, also at DST (by June 15). This project will also  
Save the City approximately \$10,000 in installation expenses. Parks & Recreation truly appreciates Juan  
And all the work that he does for the City.

GERARD SMITH

Submitted by : (Print Name)

[Signature]

Signature

6/5/18

Date

Parks & Rec

Department / Division

Smithg@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)

Juan is an extremely committed individual who consistently goes above and beyond the normal parameters of his job duties. He can be counted on to be there when needed. He is a true asset to the City of Delray Beach.

Joseph Frank  
Department Head

Joseph Frank  
Signature

6-7-18  
Date

## This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

Maura Libonati  
Human Resources Director

\_\_\_\_\_  
Signature

8/3/18  
Date