

CITY OF DELRAY BEACH **EMPLOYEE OF THE MONTH NOMINATION FORM**



(MUST	BE SUBMITTED	TO THE NOMINEE'S DE	PARTMENT HEAD BY	THE LAST FRIDAY	OF THE MONTH)				
Name of nominated employee:		Cory Dunc	Cory Duncan						
Job Classification: Code Enfo Officer			Dept./Division:	Community Improv Enforcement Divis					
Please	e select one or	more of the following g	guidelines applicab	le to the nominatio	n:				
	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 properly; 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;								
Ň	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	Please justify the nomination by providing specific details (use additional sheets if necessary):								
On M	ay 1, 2018 Cory	assisted a citizen in nee	ed of medical attention	n. He contacted PD	Dispatch to				
reque	st medical servi	ces.							
an1	On May 1st 2018 Code Officer Cory Duncian, was conducting a ravine								
inspec	inspection of the Rainberry Woods Community and come across an elderly								
Man	man lying on the site alk. As he approached the gentleman he noticed the main								
	was sweaty, dis tressed, and shaking while trying to gain a few belouging that had								
	faller out of his pocket. The elderty man sphe Create, so officer Durcan Hagged a passing vehicle								
and ask	A				is storred and hard				
to unde	erstand, but			/	his modin in hours.				
		Fernandez : (Print Name)	Sign	ature	6/6/18 Date				

Community Improvement/Code Enforcement Department / Division fernandeze@mydelraybeach.com Email Address



(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)

Department Head	Signature	<u>6/19/18</u> Date
	ompleted By Human Resources	
Approved	ewed the employee's file to verify eligibility Disapproved	
Ruman Resources Director	Signature	Date