



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:

Deirdra Thomas

Job Classification: Administrative
Assistant

Dept./Division: Parks & Recreation

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):

Deirdra Thomas is more than the Administrative Assistant at Pompey Park – she is a wonder woman! Deirdra volunteers her time to work with the American Little League and spends countless hours at the baseball fields, keeping score, assisting in the concession stand, organizing team uniforms, and working directly with the team coaches and parents. Deirdra has been volunteering with American Little League since 2001.

Deirdra also volunteers to help the Delray Rocks Youth Football Program. Working with the Rocks Board she has coordinated the Rocks Parade (January 5, 2019) to help bring recognition and attention to the program and the many successes of the teams and players this year. Deirdra has been volunteering with the Rocks since 2002.

In addition to the time that she spends at Pompey, both with her job and through her volunteer work, Deirdra is active in her church and with her family. Deirdra goes out of her way to help others and exemplifies the "Service Above Self" principle.

Suzanne Fisher

Submitted by: (Print Name)

Suzanne Fisher

Signature

1/3/19

Date

Parks & Recreation

Department / Division

fisheremydelraybeach.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)

I have nominated Deirdra because of her positive "Can Do - Will Do" attitude and her dedication to helping the youth of Delray Beach through her volunteer work. For over 15 years, Deirdre has spent countless hours helping the American Little League and Delray Rocks programs offer exemplary athletic opportunities to the youth of Delray. Parks and Recreation is very lucky to have Deirdra as a member of our team.

Suzanne Fisher

Department Head

Suzanne Fisher

Signature

1/3/19

Date

This Area To Be Completed By Human Resources

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



Approved



Disapproved

Sharon Eubank

Human Resources Director

Signature

1/16/19

Date