



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: Zoraida Escalona

Job Classification: Junior Chemist

Dept./Division: Utilities/Environmental Compliance

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):

See attached.

Juan Manzano
Submitted by : (Print Name)

Juan A Manzano
Signature

02/07/2019
Date

Utilities/Environmental Compliance
Department / Division

Manzano@mydelraybeach.com
Email Address

Anonymous or self-nominations will not be accepted

Zoraida Escalona
February 2019
Employee of the month nomination

We would like to recognize Zoraida Escalona from the Environmental Compliance Division for being an excellent, reliable and very dedicated employee that consistently demonstrates and show cases through her exemplary work practices the City "SPIRIT" values. Her work in keeping the laboratory functioning smoothly in times of needs for many years has surpassed my expectations.

1. She has worked in many different roles outside her scope of work, always enhancing performance and quality. She filled in when the Junior Chemist was out on medical leave, surprising me as she did an excellent job by maintaining her current workload and new tasks with minimal additional time. She filled in for field technician and laboratory technician during vacancies ensuring laboratory continued to operate smoothly. Her approach, teamwork and efficiency surpassed my expectations. Her efficiency, dedication and commitment to getting goals for Division accomplished is showcased every day in everything she does from reminding supervisor of upcoming tasks needed, performing tasks outside her current assigned tasks or maintaining or enhancing the quality of the job functions.
2. Recently, she went on vacation and made sure all her work and extra work was planned and forms prefilled to minimize workload on supervisor and coworker filling in. This made doing the tasks much easier at a time workload had increased from vacancies.
3. She is well versed in sample collection, laboratory and Quality Assurance practices and has surpassed supervisor expectation by training new staff in multiple occasions in the laboratory procedures.
4. She spearheaded, requested and got supervisor to start recycling for the Division. She is gone above and beyond by continuing to move recycling bins to recycling area, once they are full. The Division has recycled a significant amount of paper and bottles in a short time which before were going to a landfill.
5. She sweeps, clean floors, maintains janitorial supplies any time the need arises.

Overall, Zoraida Escalona consistently goes above and beyond her job description in working towards the common vision and goals shared and valued by the City. The City is very lucky to have an employee that cares, helps, is capable and efficient.



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?	Yes	
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	Yes	
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		No
Are there any disciplinary action pending involving this employee?		No

Department Head Comments: (use additional sheets if necessary)

Zoraida Escalona has been the glue that has held the laboratory together during the last few years, through vacancies, multiple laboratory certifications, lab audits, extra monitoring due to various issues, and has demonstrated the SPIRIT values. Her commitment, dedication, and teamwork has been invaluable to the Environmental Compliance Division, the Utilities Department, the City, and to the health and safety of our customers. I strongly support this nomination for employee of the month.

Marjorie Craig
Department Head


Signature

02/07/2019
Date

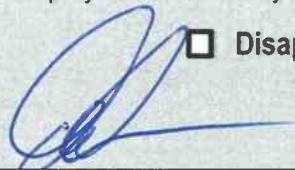
This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved


Human Resources Director


Signature

2-14-19
Date